



2015-2016
STUDENT HANDBOOK

MAYLAND
COMMUNITY COLLEGE



MAYLAND COMMUNITY COLLEGE

Mayland Community College is the educational gateway to opportunity in Mitchell, Avery, and Yancey counties.

**www.mayland.edu
leo.mayland.edu**

Student Handbook Table of Contents

Tuition and Payment Information	4-5
Bookstore	5-6
Vending	6
Visitors	6
Student Insurance	6
Financial Aid	6-14
Veterans Administration Educational Benefits	14
Workforce Development Program	14
WIA Youth Services	14
Student Development	14-15
The Counseling Center	15
Math Lab	15
Writing Lab	15-16
S.O.A.R. Program	16
Student Activities	16
Linking Everyone Online (LEO)	16-19
Learning Resources Center	19
MY-Health-e-School Telemedicine	19-20
Student Health Insurance	20
Student IDs	20
Traffic and Parking Regulations	20-21
MCC Student Code of Conduct	21-28
Student Complaint/Grievance Procedure	28-31
Academic Integrity Code	32-33
Sexual Harassment Policy	33-35
Information Technology Acceptable Use Policy	35-38
Drug Free Campus	38-41
Tobacco Free Campus Policy	41-42
College Workplace Anti-Violence Policy	42-43
Possession of Firearms and Other Dangerous Weapons Policy	43
Reporting a Crime/ Emergency Notifications	44-51
Communicable Disease Policy	51-52
Inclement Weather Policy	52
Americans with Disabilities Act	53
Family Education Rights and Privacy Act of 1974	53-54
Student Organizations	54-56
Religious Observance Policy	56

Good to know...

Mitchell Campus Switchboard	(828) 766-1200
Avery Learning Center	(828) 733-5883
Yancey Learning Center	(828) 682-7315

Departmental Numbers

Admissions	(828) 766-1234
Basic Skills	(828) 766-1208
Bookstore	(828) 766-1206
Business Office	(828) 766-1210
Cosmetology Salon	(828) 766-1209
Financial Aid	(828) 766-1204
MCC Foundation	(828) 766-1203
Registrar	(828) 766-1212
S.O.A.R.	(828) 766-1205
Learning Resources Center	(828) 766-1211

Economic and Workforce Development/ Continuing Education:

Mitchell Campus	(828) 766-1207
Avery Learning Center	(828) 733-5883
Yancey Learning Center	(828) 682-7315

Mayland Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Mayland Community College. The Commission is to be contacted only if there is evidence of non-compliance with a requirement or standard.

General Information

Tuition, Fees and Expenses

MCC students pay the following tuition and fees for curriculum courses:

- In-State: Tuition is \$72 per credit hour up to 16 credit hours for in-state students.
- Out-of-State: Tuition is \$264 per credit hour up to 16 credit hours for out-of-state students.
- *Tuition rates are subject to change by action of the NC General Assembly per current legislative session.*

Maximum Tuition per semester (based on 16 semester hours):

	Out-of State	NC Resident
Fall	\$4224.00	\$1152.00
Spring	\$4,224.00	\$1152.00
Summer	<u>\$4,224.00</u>	<u>\$1152.00</u>
Total for year:	\$12,672.00	\$3,456.00

- **Activity Fee:** Fall and Spring Semesters: Students registered for 9 or more credit hours will be charged \$32 each semester. Students registered for 1 to 8 credit hours will be charged \$18 each semester. *Summer Semester:* No activity fee is charged.
- **Administration Fee:** A fee of \$10 is charged to students for the preparation of graduation materials each semester.
- **Technology Fee:** A fee of \$16 is charged to all students registered for 12 or more credit hours. Students registered for 1 to 11 credit hours will be charged \$8 for each semester.
- **Parking Fee:** The College charges a fee of \$5 each semester to all students, excluding high school students and senior citizens.
- **Student Insurance:** All curriculum students are required to purchase supplemental insurance to cover accidents associated with school activities. This group supplemental insurance cost is \$1.35 per semester, and is subject to yearly adjustment. Certain specialized programs may require additional insurance coverage, such as malpractice insurance.
- **Transcript Fee:** Transcripts are available from the Registrar's office for \$5 per transcript.
- **Ammunition Fee:** Basic Law Enforcement Training students pay \$100 a year to purchase ammunition used during training/classes.

Tuition Exemptions

Tuition shall be waived for up to six hours of credit per academic semester for:

- High school students enrolled in Career and College Promise or in the Early College High School
- Adult Education students (enrolled in the program)
- Basic Law Enforcement Training students are exempt from tuition for CJC 100 if they meet requirements set forth in the State Board of Community Colleges Code. However, they are required to purchase student accident insurance and pay ammunition fee.
- Active members of fire departments and EMS units in some courses.

Tuition exemptions are subject to change pending any changes made by the North Carolina General Assembly each year.

Paying Tuition

We accept cash, check, American Express, Discover Card, Visa, and MasterCard for payment. Out-of-country and out-of-state checks will not be accepted. If you receive financial aid, contact the Financial Aid office for information on how to ensure that your charges are covered. You may also make payments online. Log onto your LEO account to make online payments (leo.mayland.edu). Please refer to the college calendar and/or LEO for payment deadlines.

Third Party Authorization

If you are sponsored by a third-party, it is your responsibility to ensure that your written authorization is received at MCC at least five (5) working days before Final Registration Day. If authorization letters are not received five (5) working days before Final Registration Day, you are responsible for 100% payment. Failure to do so will result in you being removed from your class(es).

Tuition Payment Plan

To help you meet your educational expenses, MCC offers a convenient monthly tuition payment plan from Nelnet Business Solutions. The monthly payment plan is not a loan program nor financial aid. This payment plan is only offered for tuition and fees, not on bookstore purchases. There are no interest or finance charges assessed, and there is no credit check. The cost to budget your interest-free monthly payment plan is \$25 per semester, which is a non-refundable enrollment fee that is charged by Nelnet. Enrollment in a monthly payment plan is done entirely online. To enroll you must have your MCC student ID number, and your checking or savings account information or credit card information. For more information visit MCC's website at www.mayland.edu.

Payment Deadlines

When students have registered for classes but not paid their tuition and fees by established deadlines they are dropped from their classes. Each registration period has a payment deadline.

Payment deadline for Fall 2015 classes (Final Registration) is August 13, 2015.

Payment deadline for Spring 2016 classes (Priority Registration) is December 4, 2015.

Payment deadline Spring 2016 classes (Final Registration) is January 5, 2016.

Payment deadline for Summer 2016 classes (Priority Registration) is May 12, 2016.

Payment deadline for Fall 2016 classes (Priority Registration) is July 21, 2016.

Withdrawals and Refunds

Tuition and fees may be refunded following the guidelines established by the State Board of Community Colleges Code, which is subject to revision. Consult the MCC Cashier for the latest regulations.

- Upon request, you may receive a partial refund if you properly withdraw from the class(es) before the 10 percent point of the class(es) in question. This does not include fees or books.
- For contact-hour classes, ten (10) calendar days from the first day of the class(es) is the date by which refunds are determined.
- 100% refunds are made only if a class is dropped on or before Final Registration Day or if a class fails to materialize.
- Upon approval, students are eligible for bookstore refunds up to five (5) days after the purchase date with submission of receipt only.

Bookstore

The MCC Bookstore is located on the first floor of the Samuel Phillips Building. The bookstore offers textbooks, school supplies, computer software, clothing and gift items. The Bookstore now offers eBooks and rental books to save you money. Year-round Buyback is also available.

Book cost can be found each semester at www.mayland.bkstr.com.

Textbook Return Policy

Textbooks may be returned for a full refund within 5 days of purchase with the original receipt. Shrink-wrapped text sets must be unopened, all enclosures (CDs etc.) must be included. Software included with textbooks must be unopened. All non-textbook items may be refunded or exchanged within 30 days with original receipt and still in original condition.

Selling Books Back to the Bookstore

The Bookstore holds a textbook buy-back the last 3 days of each semester. You can get up to 50 percent cash back for each book, provided the instructor requests that the textbook be bought back, that the book is in good condition, and is not overstocked in the Bookstore.

Textbooks not bought by the Bookstore may be purchased by a used textbook company if they are of any value.

The Bookstore hours of operation are:

Monday-Thursday.....8:00 a.m.-6:00 p.m.

Friday.....8:00 a.m.-4:00 p.m.

Bookstore hours of operation will vary during the weeks of registration and the first week of classes.

Vending

MCC offers food service vending areas in several locations on campus. The largest is found in the Student Commons on the first floor of Gwaltney Hall.

Visitors

Upon arrival, visitors should sign the visitor log located at the main entrances of Gwaltney Hall and beside the Bookstore in the Samuel Phillips Building. Children and guests are not allowed to attend any MCC class, lab, or shop. Children under the age of 12 may not be left unattended in common areas anywhere on campus.

Student Insurance

All curriculum students and some continuing education students are required to purchase supplemental insurance to cover accidents associated with school activities. This group supplemental insurance cost is \$1.35 per semester, and is subject to yearly adjustment. This student insurance plan is secondary to any health insurance the student already has. Students may obtain an insurance claim form available at the Student Development window.

Financial Aid

MCC seeks to provide financial assistance to students who otherwise would not be able to continue their education. Types of aid available include scholarships, grants, part-time work, child care, and tax credits.

All students are encouraged to apply for financial assistance. Counselors are available to advise students in applying for financial aid.

Regulations & Eligibility Requirements

Student eligibility for financial assistance is determined by the Free Application for Federal Student Aid and the MCC Scholarship Application. All information received in the MCC Financial Aid Office will remain confidential. Awards are made according to federal, state, and local regulations.

A student's need is determined by subtracting the expected family contribution (EFC) from the total educational cost (COA). Information submitted may be subject to documented verification. The school reserves the right to review and make adjustments to awards if the student becomes over awarded, if the student's resources change, or if there are other changes in the student's financial need. If a student's financial aid award has not been processed and approved by MCC, 100% payment will be expected by no later than the designated payment date for each registration period. Failure to do so will result in the student being removed from his/her classes.

Students receiving financial assistance are required to earn a minimum of 24 credit hours per academic year when receiving financial aid as a full-time student, 18 credit hours per academic year when receiving financial aid as a three-quarters time student, and 12 credit hours per academic year when receiving financial aid as a half-time student.

Federal regulations mandate that students receiving financial aid must demonstrate satisfactory academic progress both qualitatively (GPA) and quantitatively (completion rate). Students are required to maintain a minimum cumulative 2.0 GPA and a minimum cumulative 67% completion rate in order to retain financial aid eligibility.

Students receiving Title IV federal aid who drop out before the 60% point of the semester are required to pay back a percentage of the aid. Failure to repay will result in the loss of eligibility for further Title IV aid until the amount due is repaid in full. Students in default of a student loan or repayment of a grant cannot be awarded financial aid under Title IV Federal Regulations.

Students that have already earned a Bachelor's degree or a Graduate degree are not eligible for Pell grants or State grants but, based on the FAFSA, may be eligible for the Federal Work Study Program. Financial aid awards are not made on the basis of any disability, race, color, sex, or national/ethnic origin.

Application Procedures

All students seeking financial aid should file the Free Application for Federal Student Aid (FAFSA) by visiting www.fafsa.gov. This application is used to determine eligibility for all federal aid, including: Pell Grants, College Work-Study, and the Supplemental Educational Opportunity Grant (SEOG). It also is used to determine eligibility for the North Carolina Community College Grant and the North Carolina Education Lottery Scholarship. There are no fees charged to process this application. Students must complete a separate FAFSA application for each new academic year.

To be eligible to receive a Federal Pell Grant and most other types of federal student aid, a student must:

- Have financial need.
- Have a high school diploma, GED®, or graduation from a home-school.
- Be enrolled in a Pell eligible program of study.
- Be a US citizen, permanent resident, or other eligible classification of non-citizen.
- Have a valid social security number.
- Have and maintain satisfactory academic progress.
- Register with Selective Service, if you are a male between the ages of 18 and 25.
- Certify by signing a FAFSA that you will use any federal student aid funds awarded to you solely for educational purposes.
- Certify by signing a FAFSA that you are not in default of any federal student loan and that you do not owe a repayment of any federal student aid grant.

Programs of Study

Students classified as "Special Credit," "Undecided," or non-degree seeking are ineligible for federal financial aid. Some certificate and diploma programs also do not qualify to receive federal student aid.

Please refer to the list of eligible programs on MCC's website at www.mayland.edu/students/financialaid/regulations.html#programs for curriculum programs. The diploma and certificate programs that are Pell eligible may be subject to a reduced award using the clock-hour or clock-to-credit conversion rate as regulated by the U.S. Department of Education.

Required Courses

Any course applied to a student's Pell grant award must be a required course for that student's specific Pell eligible program of study (major). The required courses for each program are also listed in the MCC Catalog. The student is responsible for making sure his/her major is declared and listed correctly at time of awarding. Failure to do so could negatively affect a student's financial aid award.

Remedial Coursework

The intent for Title IV funds is to pay for college level courses. Therefore, the Federal Pell Grant will only pay for up to 30 credit hours of remedial coursework.

Financial Aid Notifications of Regulations and Requirements

Students applying for a PELL Grant may be chosen for verification. Verification is a random process used by the U.S. Department of Education and MCC to verify that the information recorded on the FAFSA application is accurate. Students selected for Verification will be asked to submit documentation which the Financial Aid Office will use to verify FAFSA information. For more information about the type of documentation to be submitted, visit the Financial Aid page at www.mayland.edu. Financial aid will only be awarded when all verification has been completed. All documents required for verification must be submitted to the Financial Aid Office two weeks prior to the designated payment date for the registration period during which the student registered. Students who fail to submit all required documentation by the deadline will be expected to pay out of pocket for that semester and will be reimbursed at the first scheduled disbursement date after documentation is received and verification is completed. The financial aid year-end cutoff date for each academic year is June 1. For example, June 1, 2016 will be the cutoff date for the 2015- 2016 academic year. Failure to submit all required documentation by this date could result in forfeiture of a student's financial aid award for the 2015-2016 academic year.

It is the student's responsibility to attend the 1st day of class. Failure to attend or failure to be in contact with his/her instructor may negatively impact the student's financial aid awards. Any schedule adjustments made after the allowed schedule adjustment period could negatively impact a student's financial aid award.

Disbursement Procedure

All financial aid refunds are disbursed to the student's Higher One account. Students will receive their Higher One account information in the mail after registering for classes for the first time. Upon receipt of the information, students are instructed to activate their Higher One account and choose their preferred method of refund. After all tuition, fees, and bookstore charges have been deducted from their financial aid, students will be notified via their LEO (Linking Everyone Online: leo.mayland.edu) email account when financial aid disbursements are available.

Financial aid awards for classes beginning mid-semester will not be disbursed until after the start date of the class.

Clock to Credit Hour Conversion Programs

Certain programs of study at MCC are considered to be "clock-to-credit hour conversion" programs. Credit hours for students enrolled in these vocational programs which do not offer a degree will be adjusted based on a federally mandated clock to credit hour conversion formula. This means that the number of credit hours for which Financial Aid can pay will differ from the number of credit hours listed

on your class schedule. Contact the Financial Aid Office for more information on how the clock to credit conversion formula affects Title IV funding (Federal Pell Grants, and FSEOG).

Clock Hour Programs

Certain vocational programs of study at MCC are considered to be “clock-hour” programs for Title IV (Federal Pell Grant, and FSEOG) purposes.

A program is considered to be a clock hour program if:

- The program must measure student progress in clock-hours to receive state or federal approval or licensure.
- The completion of clock-hours is required for graduates to apply for approval to practice applicable occupation.

Payment Periods and Disbursement Procedure for Clock Hour Programs

Aid for students enrolled in clock hour programs will be disbursed based on clock hours (actual time in class/lab) rather than on semester credit hours and will be divided into two or more payments, depending on the length of the program.

For clock-hour programs, a payment period is defined not only in clock hours, but also in weeks of instructional time. Students must successfully complete the clock hours and the weeks of instructional time in a payment period to progress to the next payment period.

Satisfactory Academic Progress for Clock Hour Programs

Satisfactory Academic Progress (SAP) for students enrolled in clock hour programs will be evaluated at the end of each payment period. Components of SAP to be considered are both qualitative (GPA) and quantitative (completion rate). Failure to maintain satisfactory academic progress could result in a loss of all Title IV funding.

Satisfactory Academic Progress for Financial Aid

Federal regulations require that students receiving financial aid maintain strict academic (Qualitative) standards and progress (Quantitative) standards while pursuing their educational goals. Students receiving financial aid should note that the college wide Probation Policy for academic progress contains the same grade point average (GPA) requirements as the Financial Aid Satisfactory Academic Progress (SAP) policy; however, the SAP policy for students receiving financial aid is stricter than the college wide Academic Progress Policy for students enrolled in the same educational program who are not receiving financial aid. The SAP policy is applied to all student categories, i.e. full-time or part-time, who receive financial aid within eligible curriculum degree, diploma and certificate programs established by the school.

Students enrolled in credit programs who receive financial aid at Mayland Community College are evaluated at the end of each semester to determine progression. Students enrolled in clock hour programs who receive financial aid are evaluated at the end of each payment period at the point when the student successfully completes the scheduled clock hours for that payment period. Students must meet the Academic Standard (Qualitative) and the Program Completion Standard (Quantitative) and stay within the Maximum Timeframe Standard (Quantitative) to remain in a satisfactory academic status.

Academic Standard (Qualitative):

Students receiving financial aid must maintain a cumulative 2.0 GPA. A student's GPA includes “all” curriculum classes taken at Mayland Community College, regardless of timeframe. All classes that are repeated count toward the GPA and the attempted/completed credit hours. If a student's cumulative GPA falls below 2.0, the student is placed on Financial Aid Warning and will be notified by the Financial Aid Office by means of email. The student then has a warning period of enrollment, which is the next semester the student is enrolled at Mayland, to achieve the cumulative 2.0 GPA. The student

is eligible for financial aid during the warning period. If, at the end of the warning period, a cumulative 2.0 GPA is not achieved, the student is no longer eligible to receive financial aid and will be placed in a self pay or outside resources, or by completing a successful appeal (see Appeal Process).

Financial Aid Unsatisfactory

Status. The student may regain financial aid eligibility by reaching a cumulative 2.0 GPA through self-pay or outside resources, or by completing a successful appeal (see Appeal Process).

Program Completion Standard (Quantitative):

All students receiving financial aid must complete at least two-thirds or 67% of all curriculum hours attempted at Mayland Community College including accepted transfer credits, regardless of timeframe. Developmental credits are not counted in the program completion standard. The percentage is determined by taking the cumulative total of credit hours completed divided by the cumulative total of hours attempted.

For example, a student who has completed 28 hours and attempted 56 hours has a completion rate of 50% (28 divided by 56).

If a student's percentage rate falls below 67%, the student is placed on Financial Aid Warning and will be notified by the Financial Aid Office. The student then has a warning period of enrollment, which is the next semester the student is enrolled at Mayland, to earn a 67% or more completion rate. The student is eligible for financial aid during this warning period of enrollment. If, at the end of the warning period, a cumulative 67% completion rate is not achieved, the student is placed in an unsatisfactory status and is no longer eligible for financial aid. The student may regain financial aid eligibility by reaching a cumulative 67% or more completion rate through self-pay or outside resources, or by completing a successful appeal (see Appeal Process).

Maximum Timeframe Standard (Quantitative):

All students receiving financial aid must complete their educational program within 150% of the published length. The Maximum Timeframe Standard includes all curriculum hours attempted at Mayland Community College and any accepted transfer credits credit hours that apply towards students' programs of study, regardless of timeframe. The maximum timeframe standard does not include developmental course credits. The MCC college catalog provides a course listing for each educational program and the number of credit hours needed to complete the program. An example, the Medical Assisting Associate in Applied Science Degree is 76 credit hours in length, therefore, a student receiving financial aid enrolled in that program may attempt, including accepted transfer credit hours, up to 114 credit hours (76 credit hours times 150%) and remain eligible for financial aid.

Students who exceed the 150% maximum timeframe are not eligible to receive financial aid at Mayland Community College. The maximum timeframe standard does not provide for a warning status. However, students who exceed the maximum timeframe for their program of study may continue to receive financial aid by completing a successful appeal (see Appeal Process). Additionally, students who cannot mathematically complete their program of study by the 150% maximum timeframe will no longer be eligible for financial aid without an appeal. Example: A student is in a program which would allow for a maximum of 65 hours and the student has attempted 60 hours and needs 3 additional courses which total 9 credit hours to complete the program. At 69 credit hours (60 attempted hours plus 9 needed hours), the student would exceed the 150% maximum timeframe. Because mathematically, the student could not complete the program prior to the 150% maximum timeframe, he/she would no longer be eligible for financial aid at Mayland Community College.

Beginning with the 2012-13 Academic Year, all students will be limited to the equivalent of 12 full time semester awards (600%) from the Pell Grant. These changes apply to every student. All previous semester Pell awards, from any school, will be included in determining remaining awards.

SAP Grade Definitions

- Letter grades of A, B, C, D, S, TR, and SP are counted as completed credits.
- Letter grades of F, I, WP, WR, U, and W are counted as credit hours attempted but not successfully completed.
- Letter grade of WA (no show) is not counted as attempted or earned credit hours.
- Audited (AU and Y) are not funded by financial aid and are excluded from all calculations.
- Developmental credit hours (courses below the 100 level) are included in the GPA calculation. Developmental credits are not included in the program completion or maximum timeframe standards. Students may receive financial aid for developmental credits up to a maximum of 30 credit hours.
- Grade points and credit hours earned for grades received for a repeated coursework are used in the GPA calculation. Students may receive financial aid for repeating a passed course one time.
- Transfer credit hours (TR grades) are excluded from the GPA calculation, but are included in both the completion rate and maximum time frame calculations.

Appeal Process:

Students in Financial Aid Unsatisfactory Status due to failure to maintain academic (Qualitative) standards, progress (Quantitative) standards, or maximum time frame standards may appeal their loss of financial aid eligibility. Appeals must be made by the end of Schedule Adjustment of the semester in which a student wishes to receive financial aid.

Financial Aid Appeal forms are available on the college website or in the Financial Aid Office. Student statements on the form and attached documentation must include: (1) the circumstances that rendered them unable to meet the standard(s), (2) what has changed to allow the student to meet the standard(s) and (3) the student's educational goal and plans to meet that goal. The appeal form and supporting documentation can be submitted in person, by mail or by FAX to the Financial Aid Office. The Financial Aid Appeals Committee will consider then consider the appeal and the decision will be final.

Students will be notified of appeal decision by both e-mail and letter within five (5) working days after submitting the Financial Aid Appeal Form along with all required documentation.

Students whose appeals are granted for failure to maintain qualitative, quantitative, or maximum time frame standards will be placed on Probation and will be required to participate in an established academic plan. The SAP Academic Plan requires that students receiving financial aid complete each semester in which they have the Probation status with at least a 2.0 GPA and 100% completion rate. Students who maintain these academic standards will remain on Probation until the minimum cumulative SAP requirements are met. Once a student reaches a cumulative 2.0 GPA and 67% completion rate, the student's SAP status will change to Satisfactory and he/she will no longer be held to the terms of the academic plan. The number of times a student can appeal due to failure to maintain the qualitative, quantitative, or maximum time frame standards is limited to two (2) appeals during the student's academic career at Mayland Community College.

Scholarship opportunities are available for Mayland students. One online application is all it takes! Learn about application deadlines and see a list of scholarships available for students at www.maylandfoundation.org

Reinstatement of Financial Aid Eligibility:

If a student loses financial aid eligibility by failing to meet the Academic and/or Program Completion standard and after self-pay or the use of outside resources feels that the standards are met, the student must contact the Financial Aid Office to have their SAP status re-calculated. If the standards

have been met, the student will regain financial aid eligibility for the next semester in which the student enrolls and the standards were met, provided all other financial aid requirements have been completed.

Types of Financial Aid

Federal Pell Grant Program

The purpose of the Federal Pell Grant is to provide eligible students with a foundation of financial aid for post-secondary education. Any student working toward a degree/diploma/certificate may be eligible for the grant, which ranges from \$626-\$5775, depending on the number of credit hours enrolled each semester and the Expected Family Contribution (EFC) as calculated by the Department of Education.

Federal Supplemental Educational Opportunity Grant

This grant is for students demonstrating exceptional need to meet their costs of education. Eligibility is determined from the FAFSA application.

Federal College Work-Study Program

The Federal Work Study Program is a federally funded program that provides an opportunity for students to work and earn money to assist with their educational expenses while enrolled at MCC Community College.

Students must show financial need as demonstrated on the Free Application for Federal Student Aid (FAFSA) in order to qualify for the Work Study Program. For more information contact the Financial Aid Office or visit www.mayland.edu/students/financialaid.

North Carolina Community College Grant

The North Carolina Community College Grant (NCCCG) is funded by an appropriation made by the North Carolina General Assembly in 1999 and provides the largest financial need-based student assistance program in the history of the North Carolina Community College System. It is the intent of the General Assembly that the Community College System make these financial aid funds available to the neediest students who are not eligible for other financial aid programs that cover their required educational expenses.

Students who are ineligible to receive a full Pell Grant award are considered for this need-based grant. To be eligible for the NCCCG, students must complete the Free Application for Federal Student Aid (FAFSA).

North Carolina Education Lottery Scholarship

The North Carolina Education Lottery Scholarship (NCELS) program was created by the 2005 General Assembly to provide financial assistance to NC students with need, who attend eligible colleges located within the state of North Carolina. This scholarship is offered by the North Carolina State Education Assistance Authority through College Foundation, Inc. Eligibility for the NCELS is determined by the Free Application for Federal Student Aid (FAFSA).

To be considered for the NCCCG or the NCELS, an applicant must: 1) be a NC resident for tuition purposes; 2) meet all the eligibility requirements for a Federal Pell grant, except the Expected Family Contribution (EFC) requirement; and 3) enroll for a least six credit hours per semester as an undergraduate student in a degree, certificate, or diploma program at an eligible North Carolina post-secondary institution; 4) meet the Satisfactory Academic Progress (SAP) requirements of the institution

he/she is attending. Funding for the North Carolina Community College Grant and the North Carolina Education Lottery Scholarship is awarded to eligible students for the Fall and Spring Semesters only. These funds are not available for the Summer Semester.

MCC Foundation Scholarship Program

Students at MCC are encouraged to explore a range of scholarship opportunities, including the MCC Foundation Scholarship Program.

Through the MCC Foundation Scholarship Program, over 50 scholarships are available by completing a single application. While eligibility for each scholarship varies, the majority are awarded based on financial need and academic promise. For more information about MCC Foundation scholarships and to access the online scholarship application, visit the Foundation website at www.maylandfoundation.org. The MCC Scholarship Committee reviews applications and makes awards twice per year, for Fall/Spring and Spring only.

Application periods are: Fall/Spring: March 15-April 30
Spring only: September 1- October 15

Scholarship applications must be submitted online. All required supporting documentation must be submitted and processed ON or BEFORE the deadline dates specified. Only complete applications will be reviewed.

The MCC Foundation awards scholarships without regard to race, creed, religion, color, ancestry, marital status, sexual orientation, national origin, or physical disability.

Other Scholarship Opportunities

Visit the Financial Aid page of www.mayland.edu and click on Scholarship Opportunities for more information on a wide variety of community scholarships opportunities available to students from additional sources as well as information about the MCC Foundation Scholarship Program. This page is updated regularly with the most current scholarship information.

529 Savings Plans

A 529 Savings Plan is an education savings plan designed to help families save for college expenses. These plans are named after section 529 of the Internal Revenue Code. They allow taxpayers to either prepay or contribute to an account for paying a student's qualified higher education expenses. Contributions to 529 plans are not deductible, but there is also no income limit for contributors.

529 plan distributions are tax-free as long as they are used to pay qualified higher education expenses for a designated beneficiary. Qualified expenses include tuition, required fees, books and supplies. Room and board also qualify for students who are at least half-time.

Education IRA/ Coverdell ESA

This is a trust or custodial account that is created exclusively for the purpose of paying the qualified higher education expenses of the designated beneficiary of the account. A beneficiary is someone who is under the age of 18 or is a special needs beneficiary. Taxpayers, including the designated beneficiary, may deposit up to \$2,000, in any year no matter how many accounts have been established. Also, no tax is owed upon withdrawal unless the amount withdrawn is greater than the cost of the student's qualified higher education expenses.

More information on the Coverdell Education Savings Accounts can be found at <http://www.irs.gov/uac/Coverdell-Education-Savings-Accounts>.

Education Credits

As a community college student, you may be eligible to receive education tax credits that can reduce the expense of your education. There are two education tax credits available, the American Opportunity Credit and the Lifetime Learning Credit. The credits are based on education expenses paid for students. More information on education credits can be found at <http://www.irs.gov/uac/Tax-Benefits-for-Education-Information-Center>.

Veterans Administration Education Benefits

All degree, diploma, and certificate programs at MCC are approved by the North Carolina State Approving Agency under Public Law 634 for educating and training veterans, dependents of deceased or disabled veterans, and members of the Selected Service. Continuing Education courses are not approved for VA Education Benefits. Information and assistance in establishing eligibility for VA Education Benefits may be obtained from the VA Certifying Official in the Financial Aid Office.

Workforce Development Programs

MCC's Workforce Development Programs provide training, education and employment programs funded through the federally funded Workforce Investment Act. The purpose is to prepare adults and dislocated workers for available employment opportunities through a variety of services that include:

- Information on local career opportunities
- Matching skills to jobs
- Scholarships for training
- On-the-Job Training
- Paid work experiences
- Job search skills
- Interviewing techniques and resume development

For more information, call (828)-737-5419 in Avery County, (828)-765-7758 in Mitchell County, and (828)-682-6618 in Yancey County.

WIA Youth Services

WIA funded programs provide services to both in-school and out-of-school youth combining year-round and summer training activities. These activities help eligible young people to achieve academic and employment success and to be prepared for lifelong learning through an array of options that will improve their educational and skill competencies and provide connections to employers.

The Get REAL (Resources Employment Advancement Learning) System of Services offers resources for youth up through the age of 21 to help plan a career, get job experience, get advice on how to climb the career ladder, and learn job training and searching skills. For more information about these services call (828)-737-5419 in Avery County, (828)-765-7758 in Mitchell County, or (828)-682-6618 in Yancey County.

Student Development

The Mission of the Student Development Department of Mayland Community College is to enhance the personal and professional development of students and provide an environment that is supportive and inclusive. From pre-admission to post-graduation, Student Development provides student-centered programming beyond the classroom to bridge the gap between student goals and achievement.

Services offered by Student Development include, but are not limited to:

Academic Progress System	Admissions Advising
Campus Security Report	Career Counseling
Disability Services	Discipline
Early Alert System	Graduation
LEO (Linking Everyone Online)	New Student Orientation
Personal Counseling	Placement Testing
Recruiting	Registration
Resume/Interviewing Assistance	Student Accident Insurance
Student Complaints/Grievances	Student IDs
Student Organizations and Activities	Student Records
S.O.A.R. Program	Transfer Assistance
Tutoring Program	

Student Development hours of operation are:

Monday-Thursday..... 8:00 a.m. to 6:00 p.m.

Friday..... 8:00 a.m. to 4:00 p.m.

The Counseling Center

The Counseling Center provides career, transfer, job search, study skills, and counseling assistance to all students and alumni. The office is located in room 113 Gwaltney Hall.

Career Counseling

Guidance in choosing college major and career, using resources such as career assessments and occupational information.

Transfer Counseling

Assistance in transferring to other colleges, including college information, course equivalencies and articulation agreements.

Job Search Assistance

Training in resume writing, interviewing skills, and networking; local job openings posted on LEO and on the Student Commons bulletin board.

Personal Counseling

Supportive counseling and referrals for personal problems that hinder college success.

Disability Services

Assistance with accommodations for physical, emotional or learning disabilities.

Tutoring and Academic Support

Help with academic issues such as study skills, test anxiety and stress management. Free tutoring services are available.

Math Lab

MCC's Math Lab, located on the second floor of Gwaltney Hall, is designed to provide one-on-one instruction and tutoring for MCC students. You can get more information on the Lab and how its services may help you by visiting with an MCC math instructor. The schedule for the Math Lab can be found on LEO.

Virtual Writing Lab

MCC's Virtual Writing Lab is designed to provide one-on-one instruction and tutoring for all MCC students needing help in English and literature. You can get more information on the Lab and how its

services may help you by visiting with an MCC English instructor. The schedule for the Virtual Writing Lab can be found on LEO.

S.O.A.R. Program

The S.O.A.R. Program (Support Options for Achievement and Retention) is an academic support program designed to provide students the opportunity to complete a degree, diploma, or certificate by increasing their options for academic success. The program provides support activities that extend beyond what would normally be offered at the College. First-generation college students (neither parent has a four-year college degree), low-income students, or students with physical or learning disabilities qualify for the program. S.O.A.R. is sponsored jointly by MCC and the U.S. Department of Education TRIO Programs, Washington, D.C. Services available include:

- Basic Skills Development
- Academic, Personal, & Financial Counseling
- Free Tutoring/Peer Mentoring
- Transfer Help
- Assistance for Students with Disabilities

For more information stop by the S.O.A.R. Office on the second floor of Gwaltney Hall or visit the S.O.A.R. website at www.mayland.edu/students/soar/index.html.

Student Activities

MCC offers scheduled activities and student organizations in which students are encouraged to participate.

Linking Everyone Online (LEO) offers a calendar of events and announcements to help everyone stay up-to-date on what is happening on MCC's three campuses.

- Student Appreciation Day and Spring Fling are your chances to meet other students and MCC employees while enjoying fun activities and refreshments.
- Transfer Days give you an opportunity to talk with representatives from colleges and universities about transfer options.
- Monthly events are also planned for MCC students. Check leo.mayland.edu for upcoming events held at the college.

Linking Everyone Online (LEO)

Linking Everyone Online, or LEO, is MCC's portal designed to offer a place where students can register for classes, check their grades, request and view transcripts, search for class listings, use calendar tools to keep up-to-date on events and activities that are going on at the college's three sites and have a student e-mail account. LEO gives students and faculty instant access to each other on and off campus.

Faculty members also use LEO as a classroom tool, incorporating the technology into their activities and learning environment. MCC employees use LEO to contact students and post important announcements concerning the college such as Financial Aid and registration dates. LEO also allows the college to post news stories and share information among clubs and committees online. LEO allows access for students and employees anywhere in the world where an Internet connection is available.

Leo Questions and Answers

1. How do I connect to the wireless network?

Connect to the wireless network "Mayland." You will be prompted for a username and password. You will use your LEO username (e.g., jhemingway1999), without the @students.mayland.edu.

Example: Username: jhemingway1999 Password: He072389

There is also a "Mayland-Guest" wireless network available for visitors. It requires valid registration information and will have a limited (slower) connection. To connect a guest will be required to provide their name, email address and mobile/cell phone number. The email address and phone number will need to be correct as this is how they will receive their login information.

2. What is the web address for LEO?

leo.mayland.edu -You do not need to include the (www.) in the front of the web address.

3. How do I find my login name and password?

LEO User ID = first initial + last name + last 4 digits of Student ID + domain name

Example: Student name: John Hemingway

Student ID: 0871999

LEO User ID: jhemingway1999@students.mayland.edu

If you need assistance determining your LEO User ID, please go to the following link: <http://tinyurl.com/helpLEOuserID>

4. What is my LEO e-mail account?

Your LEO e-mail account will be your LEO User ID followed by @students.mayland.edu

Email Address = LEO User ID + domain name.

Example: jhemingway1999@students.mayland.edu

You should always sign out of your email and out of LEO. Signing out of one does not sign you out of the other.

5. What is my student ID number?

You can locate your student ID number above your name on your "My Class Schedule". This schedule is located in the Academics Student (WebAdvisor) area on LEO.

6. How do I sign up for text alerts, including inclement weather closing announcements?

Login to LEO and select the tab for LEO-Regroup. If you get a message that your browser has blocked a pop-up, choose to "Allow Always". Click on the tab labeled "Email/Phone". You may enter or update your phone information in the section titled "Text and Voice Preferences". You may enter or update your email information in the section titled "Email Preferences". Your primary email address is your MCC email address. You cannot change your primary email address, but you have the option to specify additional email addresses. For each email address you add, you will have to click on the option to "Send Confirmation Message". Regroup will send an email to each email address specified, requiring you to confirm. Be sure to log out of Regroup when you are finished. ("Log Out" is located in the upper right corner.) You may get an error message upon logging out of Regroup; please disregard. Remember to also log out of LEO. When you receive alerts from Regroup, the caller ID will show as "30890". You can also call the Weather Hotline at 828-766-1213.

7. How do I register or drop and add classes on LEO?

Express Registration: Access the Class Schedule on the home page of LEO before you log-in. Find and copy the 5 or 6 digit SYN number (located next to the course number in the schedule) for each

class you want to register for. Now, log-in to your LEO account select the Academics tab, and then click Student (Web Advisor) located directly under the Academics heading. Once the WebAdvisor page loads look on the left-side for the Express Registration heading, from this screen you will only need to enter the SYN number in the first column, then scroll to the bottom and click submit. Next, you will see a screen that lists each class you wish to register for, click the action button marked "register" beside each class the scroll to bottom of the screen and click submit. You should now see your schedule with "You have successfully registered for this section" beside each class. This means you have successfully completed registration for each class.* To confirm your class schedule we recommend that all students go to "My Class Schedule" and print a copy of their new class schedule.*

Drop/Add is also located in the WebAdvisor area of LEO. To drop a class select the class by checking the box beside the course name and scroll to the bottom of the screen click the submit button and wait for a confirmation screen. The confirmation screen will show that you have successfully dropped the course. To add a course, refer to express registration instructions above.

8. How do I access my program evaluation?

To access the Program Evaluation log in to your LEO account. Select the Academics tab then click Students (WebAdvisor). Next, scroll down the left-side of the page and find Program Evaluation. Choose this heading and then select either an active program or use the drop down box to choose any of the programs offered at MCC.

9. Tuition, what do I owe?

Log in to your LEO account. Select the Academics tab then access the Student (WebAdvisor) area. Look on the bottom of the left-side of this page and find the heading "account summary by term". Click this selection and you will see the tuition and fees that you owe. This does not include the cost of books and supplies.

10. Where can I view my financial aid information?

Log in to your LEO account. Select the Academics tab then access the Student (WebAdvisor) area. Look on the bottom of the left-side of this page and find the heading "Financial Aid Status by Term" or "Financial Aid Status by Year". Choose which selection you wish to view, this will access what funds you have been awarded.

11. Where do I access my final grades?

Log in to your LEO account. Select the Academics tab then click on Student (Web-advisor). Choose the Grades heading on the left-side of the page. Choose the semester you wish to view, and hit the submit button to process your request.

12. How can I contact my instructor or classmate?

Log in to your LEO account, select the Who's Who tab at the top and type in the instructor's/classmates name, this will bring up their name and title. Look to the right and there you will find the e-mail address.

13. How can I print my class schedule?

Log in to your LEO account. Select the Academics button at the top of the page, and then click on Student (WebAdvisor). Now scroll down the left-side of the page and find "My Class Schedule". Choose this and then select the term you want to see for example: 2012FA for the (2012 Fall Semester) then click the submit button. This schedule includes your name and student ID #, course names, times and day of class, location and or room number, credit hours, and instructor name.

14. How do I print my student/un-official transcript?

Log in to your LEO account. Select the Academics tab, then click Student (WebAdvisor). On the left-side of the page select the heading "Transcripts," then choose Combined/CU/CE schedule and scroll the bottom of the screen and click the submit button. Now, you should see your student transcript which includes your final grades and GPA.

15. How do I request an official Curriculum transcript?

Log in to your LEO account. Select the Academics tab then click Student (WebAdvisor). Look on the left-side of the page and find the heading "Request Transcript" from here you will need to complete the online form and submit payment for your request to be processed. *Official MCC Curriculum Transcripts are \$5.00 per copy.*

Learning Resources Center

The LRC is named for Carolyn Munro Wilson, a life-long educator and supporter of teaching and learning.

It is centrally located on our main campus on the second floor of Gwaltney Hall.

The LRC hours of operation are:

Monday - Thursday 7:30 a.m. to 7:00 p.m.

Friday..... 7:30 a.m. to 4:00 p.m.

Hours of operation are also typically reduced during holidays and semester breaks.

Our automated catalog is part of the Community College Libraries in North Carolina (CCLNC) system which networks over 46 community colleges and offers searching and holds for over 1.8 million titles.

Materials not immediately available may often be obtained from other libraries through Interlibrary Loan (ILL) agreements.

The LRC subscribes to many online resources providing some of the highest quality and most authoritative resources in the information market place including newspapers, journals, magazines, encyclopedias, e-books, and streaming videos. Everyone may access these resources via the Internet on any of MCC's campuses, however only MCC students, faculty, and staff may access our electronic resources off Campus by using links provided in the college's portal. All of MCC's computers, electronic resources, and Internet access must be used in accordance with MCC's Computer Use Policy.

MY Health-e-Schools Telemedicine

Medical services are available at the MCC, Main Campus through MY Health-e-Schools. MY Health-eSchools telemedicine program is a great way to connect to medical care without leaving campus. The program provides many services, including addressing acute issues such as the common sore throat, cough or stomach ache, chronic disease management, medication management, and telepsychology / telebehavioral health. MY Health-e-Schools functions just like a regular doctor's office. A student's insurance is billed and co-pays and deductibles are billed to the student. There is also a sliding scale fee for those without insurance.

Telemedicine is available at MCC, five days per week, and appointments can be arranged around classes.

Clinical information will be sent to your identified doctor after each telemedicine visit. To schedule an appointment please visit office in Room 114 in the Health Sciences Building during office hours, or call (828) 766-1230. The clinic will be closed if schools in both Mitchell and Yancey Counties are

closed. If either county is having school, the clinic will be open.

Please visit our website at www.cchi.org/Mayland for additional information.

The Clinic hours of operation are:

Monday – Thursday..... 8:00 a.m. to 3:00 p.m.

Friday..... 8:00 a.m. to 12:00 p.m.

Student Health Insurance

Community College Student Insurance (CCSI) offers an affordable health insurance plan to community college students in North Carolina. They also offer health coverage for dependents, vision plans, and dental plans. Go to www.studentccsi.com for more information or to enroll.

Student IDs

All students are encouraged to have their Student ID card made during specified times at the beginning of each semester and on Fridays during the semester. Your ID card serves as a second-form of id, your MCC library card, and is needed when you charge book and supplies at the bookstore. ID cards are made in Student Development.

Traffic and Parking Regulations

Personnel and students operating a vehicle on campus are responsible to abide by authorized speeds, as well as traffic and parking regulations. The college access from Highway 19E to the parking lots for the Mitchell Campus as well as the Avery and Yancey Learning Centers is under the jurisdiction of the State Department of Transportation. Posted maximum speeds are enforced by the NC Highway Patrol and local sheriffs' departments. All provisions of Chapter 20 of the General Statutes relating to the use of the streets and highways of NC and the motor vehicles which use these roads must abide by all laws that apply to streets, roads, alleys, driveways, and parking areas on the MCC Mitchell Campus, as well as the Avery and Yancey Learning Centers. Any person found to be violating these laws, shall upon conviction, be punished as provided in the General Statutes.

General Regulations

1. The maximum speed limit on MCC's Mitchell Campus or Avery and Yancey Learning Centers is 20 mph. It is the responsibility of every person operating a vehicle on MCC's Campus and Learning Centers to look for any hazards or dangers to other people or property, and if a speed less than 20 mph is needed to insure the safety of others, then that speed should be used.

2. Only authorized vehicles are allowed to park in designated spaces including:

- a. Handicapped Loading Zones
- b. Visitor spaces
- c. Special spaces (college President, SGA President, Cosmetology patrons, MCC Vehicles Only, and Maintenance)

3. MCC parking tickets are issued for:

- a. Failure to register the vehicle
- b. Improperly registered vehicle
- c. No parking sticker displayed
- d. Parking permit not displayed properly
- e. Unauthorized parking in a handicapped, visitor or other special designated space
- f. Parking in "No Parking" areas including driveways, fire lanes, access roads, or loading zones
- g. Parking across lines or parking spaces
- h. Parking on the grass, sidewalks, or in a manner that impedes normal traffic flow

4. MCC assumes no liability for loss, theft, or damage to vehicles or the contents therein parked within the parking area or upon the property of MCC. The driver assumes responsibility for securing his/her car.

Registration of Vehicles

For purpose of these regulations, vehicle shall be defined as any motor vehicle which is self-propelled, or any vehicle designed to run upon the highways, which is pulled by a self-propelled vehicle.

1. All faculty, staff and students parking a vehicle anywhere on MCC's Mitchell Campus must register the vehicle and display a valid MCC parking permit on the vehicle.

2. Vehicles may be registered at the MCC Bookstore between the hours of 8:00 am to 6:00 pm, Monday-Thursday and 8:00 am to 4:00 pm on Friday.

3. Any person desiring to leave a vehicle on campus overnight must inform Security personnel.

4. Permits are to be displayed facing outward to the front of the vehicle, in the left corner of the windshield.

5. Upon arrival, visitors to the campus should sign in on the visitor log book at the Main Entrance of Gwaltney Hall or the lobby adjacent to the Bookstore.

6. Parking spaces on campus are limited; therefore, vehicle registration and issuance of a parking permit does not guarantee a parking space.

Fines

The fine per violation is \$5. Fines may be paid at the college Business Office on MCC's Mitchell Campus from 8:00 am to 5:00 pm and from 8:00 am to 4:00 pm on Friday.

Payments can also be mailed to:

Mayland Community College
ATTN: College Cashier
PO Box 547
Spruce Pine, NC 28777

All fines must be paid before a student can register or get a transcript of grades released.

Appealing a Ticket

1. An individual may appeal a parking ticket by submitting a written notice to the Dean of Students within seven (7) days of the date of the citation. The Dean will respond in writing within seven (7) working days.

2. If the person filing the appeal does not agree with the decision the Dean of Students has made, he/she may appeal to the Vice President of Administrative Services in writing within seven (7) days of the decision.

3. If the person does not agree with the decision of the Vice President of Administrative Services, that person may appeal in writing to the college President. The college President will act on the appeal within in 30 days. This decision will be final.

Student Code of Conduct

Freedom to teach and freedom to learn are inseparable parts of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility. As members of

the academic community, students are subject to the obligations that accrue to them by virtue of this membership. When a student's violation of the law adversely affects the college's pursuit of its recognized educational objectives, the college may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

The college, therefore, has a duty to develop Code of Conduct policies and procedures that provide and safeguard academic freedom, student rights, student responsibilities and due process. The purposes of the policies, regulations, and procedures are to:

1. Provide an academic environment that will promote quality educational outcomes;
2. Ensure individual freedom and protect the individual in his/her pursuit of knowledge; and
3. Promote the development of self-discipline, respect for others, and concern for one's personal conduct.

It is the responsibility of the President to direct the staff in the development, implementation and publication of such procedures.

Student Rights

A. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus will be provided by the college. Student performance will be evaluated on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

B. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner. Freedom of expression must conform to generally recognized community standards of decency and morality.

C. Students have the right to inquire about and to propose improvements in policies, regulations, and procedures affecting the welfare of students through established student government procedures, campus committees, and college officers.

D. The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records, and this Act will be adhered to by the college. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records.

E. No disciplinary sanctions other than admonition, warning, reprimand or temporary removal from class or an activity may be imposed upon any student without notice and opportunity for response.

F. A student has the right to appeal any decision or sanction imposed by a College faculty or staff member with thirty (30) working days after notification. The student must follow the Student Complaint/Grievance Procedure.

Student Code of Conduct

All students and staff shall be provided a safe, peaceful and honest educational environment. Therefore, when in the judgment of college personnel a student's conduct disrupts or threatens to disrupt the college community or learning environment, appropriate disciplinary action will be taken to restore and protect the safety, peace, and integrity of the community.

Students are expected to conduct themselves according to generally accepted standards of scholarship and conduct. The purpose of the Student Code of Conduct is not to restrict student freedoms but to protect the rights of individuals in their academic pursuits.

Therefore, students are prohibited from engaging in any conduct that materially and adversely affects the educational process including, but not limited to, the following rules:

Rule 1. State and Federal Laws

A student shall not violate any state or federal laws while on MCC campuses or while attending an MCC activity, function, or event off MCC grounds.

Rule 2. Weapons and Dangerous Instruments - NC General Statute 14-269.2

It is unlawful for anyone to possess any weapon, whether openly or concealed, while on private school or public school property unless it is used as part of a school activity or ceremony. In essence, the statute refers to any and all property owned, used, or operated by any Board of Education, school, college, or university for the administration of any public or private educational institution. In practice, then, this statute permits prosecution of anyone carrying any dangerous instrument in school, on school grounds, or at any school activity. * Effective October 1, 2013, this prohibition does not apply to a person who has a concealed handgun permit issued in accordance with Article 54B of GS 14-269, has a concealed handgun permit considered valid under GS 14-415.24, or is exempt from obtaining a permit pursuant to GS 14-415.25, provided the weapon is a handgun, is in a closed compartment or container within the person's locked vehicle, and the vehicle is in a parking area that is owned or leased by State Government. A person may unlock the vehicle to enter or exit the vehicle, provided the handgun remains in the closed compartment at all times and the vehicle is locked immediately following the entrance or exit.

Rule 3. Narcotics, Alcoholic Beverages, and Controlled Substances

A student shall not knowingly or negligently own, possess, use, transport or be at any time under the influence of any narcotic drug, alcoholic beverage or any other controlled substance (as controlled substance is defined by the North Carolina General Statutes or 21 U.S.C. subsection 812) while on MCC grounds or during the time when a student is participating in any MCC activity, function, or event off MCC grounds. Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.

Rule 4. Sexual Harassment

A student shall not engage in any act, comment, or behavior which is of a sexually suggestive or harassing nature that in any way interferes with a student's or an employee's performance or creates an intimidating, hostile, or offensive environment.

Rule 5. Academic Dishonesty, Cheating, Forgery, and Related Offenses

It shall be a violation of the MCC Code of Conduct for a student to commit any one of the following acts:

1. Academic cheating, including, but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the faculty member. Plagiarism or the intentional presentation of work of another without proper acknowledgment of the source.
2. Fabrication and falsification or the intentional misrepresentation of any information or citation in an academic exercise.
3. Submission of substantial portions of the same academic work for credit more than once without authorization.

4. Abuse of academic materials in the form of destruction, theft, or concealment of library or other resource material or of another student's notes or laboratory experiments.
5. Complicity in academic dishonesty in helping or attempting to help another student to commit an act of academic dishonesty.
6. Forgery, alteration, copyright violation, or misuse of college documents, records, computer software, Internet materials, or instruments of identification with intent to deceive or disrupt.
7. Furnishing of false information to any MCC personnel including forgery, falsification, or fraudulent misuse of any documents, records, or identification cards.
8. Having someone other than the student do work for that student. Students may refer to the Academic Integrity Code.

Rule 6. Disruption and Disorderly Conduct

A student shall not engage directly or indirectly in disorderly conduct which is intended to provoke violent retaliation or cause a breach of peace which disrupts, disturbs, or interferes with the normal routine activities or teaching of students, or with the peace, order, or discipline on Mayland Community College grounds.

Rule 7. Lewd or indecent conduct

A student shall not engage in lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous material.

Rule 8. Assault on or Verbal Abuse of a MCC Employee, Student or Others

A student shall not intentionally cause, or attempt to cause or threaten to cause, physical injury, verbal abuse, harassment, or communicate a threat, or direct any profane language toward any MCC employee, another student or MCC guest, visitor, or invitee at any time while such student is enrolled at MCC, or while such student is on MCC grounds or is attending a MCC activity, function, or event held off MCC grounds. This may include, but is not limited to, acts of physical assault, domestic violence, dating violence, intimidation, harassment, discrimination, stalking or other acts intended to threaten the safety of others.

Rule 9. Classroom and Campus Activities

A student shall comply with all directions of MCC faculty, staff, administrators, or authorized personnel during any time when the student is under the authority of MCC personnel. A student on campus shall promptly identify him/her self to a MCC official or campus public safety officer at all times upon reasonable request. A student shall appear before MCC officials or disciplinary bodies when so directed. Any failure by any student to promptly obey or to abide by these regulations in this Rule 9 shall constitute a violation of this Code of Conduct.

Rule 10. Damage to or Destruction of Private Property

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, damage to MCC property or private property of another, or shall not steal, or attempt to steal, MCC property or private property of another when on MCC grounds or while attending a MCC activity, function, or event held off MCC grounds.

Rule 11. Tampering with Fire Alarms or Safety Equipment

It is not permissible for a student to set off, use, or tamper with a fire alarm or any fire safety equipment on college premises or at college-sponsored or college-supervised functions, except with reasonable belief in the need for such alarm or equipment.

Rule 12. Vehicles, Traffic and Parking Irregularities

Vehicles must be parked in designated areas. Vehicles will be operated safely, moderately, and courteously. The speed limit on campus is 20 miles per hour. Vehicles must be registered in the MCC Bookstore. No fee is required to register vehicles. Violators of traffic and parking regulations are subject to a fine for each violation. Student records and grades may be withheld until fines are paid. Student must follow all regulations outlined in MCC's Traffic and Parking Regulations.

Rule 13. Children in Classrooms or Shop Areas

Children under 12 are not allowed in classrooms or shop areas during class sessions, nor may they be left unattended in the library, student commons, or on campus grounds.

Rule 14. Roller Skating, Roller Blading and Skate Boarding

For the safety and well being of all MCC students, employees, and visitors, no one is permitted to roller skate, roller blade, or skateboard on sidewalks, parking lots, or any other college property.

Rule 15. Involuntary Psychological or Psychiatric Withdrawal

It shall be grounds for dismissal if and when it shall be medically determined that a student poses a threat to the physical well-being of self or others or if such student has a physical, mental, or emotional condition of such a nature as to disturb or disrupt the normal and usual activities of other persons on campus. A student shall agree to have a psychiatric evaluation when it appears to the satisfaction of the president of MCC, or his/her designee, that such examination is in the best interest of the student, or MCC, or both.

Rule 16. Fiscal Irresponsibility

Fiscal irresponsibility such as failure to pay college-levied fines or debts, failure to repay college-funded loans, the passing of worthless checks to college personnel, or the failure to repay the overpayments of grants shall be handled through normal collection procedures. Student records, grades and registrations will be held until financial obligations are met.

Rule 17. Tobacco Free Campus

Tobacco use is prohibited in all college buildings, in vehicles, and on college property. Students may refer to the Tobacco Free Campus Policy.

Rule 18. Sex Offenses

Forcible or non-forcible sex offenses including rape and acquaintance rape. (Students should be aware that minors are present on campus, and they should be cognizant of applicable laws related to age of consent, etc.)

Disciplinary Process

Any faculty or staff member may use his/her discretion to warn a student against violating the Student Code of Conduct or may temporarily suspend a student from a single class or activity for the duration of that specific class or activity. A sanction or admonition, warning, reprimand, or temporary suspension may be imposed upon any student. Other sanctions can only be imposed in accordance with the process called for under the Disciplinary Procedures.

1. Temporary Suspension Procedures

If a faculty or staff member determines that a student's conduct poses a continuing threat to the health or well being of any member of the academic community or the activities of the college, he or she may suspend the student from a course or the college until the Dean of Students can investigate the student's conduct. Prior to the temporary suspension, the student will be given the opportunity to explain his or her conduct to the faculty or staff member who is taking the suspension action. Faculty and/or staff members who determine that a temporary suspension is necessary should notify their academic dean or supervisor.

The faculty or staff member invoking such suspension will complete an Incident Form with the Dean of Students as soon as possible, but no more than two (2) working days following the incident. The Dean will resolve the matter in a timely manner using the steps outlined below under Disciplinary Procedures.

2. Responsibility for Implementation

The Dean of Students is responsible for implementing student discipline procedures.

3. Disciplinary Procedures

To provide an orderly procedure for handling student disciplinary cases, the following procedures will be followed:

a. Complaint: Any faculty, staff member, or student may file a complaint with the Dean of Students against any student or student organization for violations of college regulations. The individual(s) making the complaint must complete an Incident Form which includes:

1. name of the individuals involved and/or witnesses;
2. a description of the incident or complaint, including the time, place, and dates;
3. any actions taken to resolve the concern and the result;
4. the grievant's desired outcome.

The Incident Form should be forwarded directly to the Dean of Students. The Dean will determine if the student will be charged with violating the Student Code of Conduct.

b. Preliminary Investigation and Decision: Within ten (10) working days after the Incident Form is filed, the Dean will complete a preliminary investigation of the charge, which may include questioning witnesses and will include an information session with the student. During the information session, the student will be informed of the Incident Report, the alleged violation (in writing), presented with the information, and be given an opportunity to respond. A follow up meeting can be scheduled if the student feels he/she needs more time to prepare a response. In instances where the student cannot be reached to schedule an appointment with the Dean or where the student refuses to cooperate, the Dean will send a certified letter to the student's last known address, which will inform the student of the charges, the results of the preliminary investigation, the Dean's decision, and a description of the appeals process. The student may have an advisor of their choice present during the information session. However, the advisor must be unobtrusive and the student must speak for him/herself. If the student elects to be advised by legal counsel during the information session, they may do so at his/her expense, for advising purposes only, and the student must inform the Dean of Students 24 hours in advance of his/her decision to engage counsel.

c. In the campus disciplinary process terms such as "guilt", "innocence", and "burdens of proof" are not applicable, but the College never assumes a student is in violation of the Student Code of Conduct. An investigation is conducted to take into account the totality of all information available and a decision is made based on a preponderance of evidence, meaning it is more likely than not that a student violated the Student Code of Conduct.

d. Within ten (10) working days after the the information session, the Dean will notify the student of the decision. If the Dean determines that the student has violated the Student Code, the response will include:

1. a written statement of the specific provision(s) of the Student Code that the student violated;
2. a statement of sanctions imposed;
3. a statement of the student's right to appeal the decision.

If the Dean determines that the student did not violate a provision of the Student Code of Conduct, or that informal admonition or counseling has resolved the Incident Report, then verbal or written

communication will state that the charge has been dismissed or mutually resolved.

Sanctions

Student Code of Conduct sanctions or penalties are defined below. Any of these may be applied for any student enrolled full-time or part-time in any curricular, continuing education, or literacy program of the college and to identifiable groups and organizations that are a part of the college community.

Repeating an offense for which a sanction has been imposed will be grounds for the imposition of a more severe sanction.

Any student, staff, faculty member or other college employee may give any student or group an admonition, warning, or reprimand at any time without due process. The Dean of Students and/or the Disciplinary Review Committee will impose more severe sanctions.

Student may be expelled from an individual program by a Division Dean if that program has particular requirements the student fails to meet, making the student ineligible for graduation from that program.

A. Individual Sanctions:

Admonition: Friendly advice, counsel, criticism, or rebuke that may be given in oral or written form.

Warning: Oral or written notice that continuation of specified conduct may be cause for more severe disciplinary action.

Reprimand: Written criticism for violation of specified college policy or regulation.

Temporary Suspension: Exclusion from class and/or other privileges or activities until a final decision has been made concerning the alleged violation.

Educational Assignments: Educational sanctions may include, but are not limited to, work assignments, essays, community service, behavioral contracts and other related educational assignments.

Restitution: Paying for damaging, misusing, destroying, or losing property belonging to the college, college personnel, or students.

Loss of Academic Credit or Change of Grade: Imposed because of academic dishonesty. Faculty may change a grade or require another measure of competency in cases of academic dishonesty if due process is given to the student.

Restricted Access: MCC maintains the right to set reasonable limitations on a student in the interest of protecting the safety of the student or other individuals. If it is brought to the College's attention that a student has a history of dangerous activity, including registration as a sex offender, or if the student has been involved in a disciplinary action, restrictions can be enforced. Restriction may include, but are not limited to:

- Limiting a student to a particular Campus or Learning Center
- Restricting a student to specific days and times on campus
- Restricting a student to a certain area of the campus
- No Contact Orders: Requiring the student to keep a reasonable distance and to avoid communication with certain individuals or groups that may be threatened by the student's past or present behavior.

General Probation: Imposed for involvement in a minor Student Code of Conduct disciplinary offense. General Probation has two important implications: (1) the individual is given a chance to show his or her capability and willingness to observe the Student Code of Conduct without further penalty; and (2)

if he or she violates the Code again, additional sanctions will be imposed.

Restrictive Probation: Results in loss of good standing. Notation of this is made in the individual's record. Restrictive conditions may limit activity in the college community. Generally the individual will not be eligible for initiation into any local or national organization, and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any College or student organization, publication, or activity. Any violation of Restrictive Probation may result in immediate suspension.

Suspension: Exclusion from class(es) and/or all other privileges or activities of the college for a specified time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific written permission from the Dean of Students before returning to campus.

Expulsion: Dismissing a student from campus for an indefinite period. The student loses his/her student status. The student may be readmitted to the college only with the approval of the College President.

Referral to Law Enforcement: If the student is suspected to have violated a law, a referral to local enforcement may be made. This sanction can be used for educational purposes as part of the discipline process.

B.Group Sanctions:

Group General Probation: This is given to a college club or other organized group for a specified period. If group violations are repeated during the term of the probation, the charter may be evoked or activities restricted.

Group Restrictive Probation: Removing college recognition during the semester in which the offense occurred or for a longer period. While under restriction, the group may not seek or add members, hold or sponsor events in the college community, or engage in other activities as specified.

Group Charter Revocation: Removal of college recognition for a group, club, society, or other organization. A group may petition for re-charter if the President, or designee, approves a time frame.

A student has the right to appeal any sanction imposed by a College faculty or staff member or the Disciplinary Review Committee with thirty (30) working days after notification. The student must follow the Student Complaint/Grievances Procedure.

Student Complaint/ Grievance Procedure

I. Academic Complaints

Academic complaints may pertain to, but are not limited to, a dispute concerning:

- a final grade
- academic integrity
- a sanction for classroom behavior
- grading policies
- academic requirements

Curriculum students must complete the following steps:

1. A student has the right to appeal any decision or sanction imposed by a College faculty member within thirty (30) working days after notification.
2. A student who wishes to appeal an academic dispute must first talk with the faculty member involved.
3. If the student is not satisfied with an explanation by the faculty member, (s)he may appeal within five (5) working days of talking with the faculty member to the division Dean. The Dean will investigate the basis of the academic dispute and render a decision to the student within five (5) working days.
4. If the student is not satisfied with the decision of the division Dean, (s)he may appeal to the Vice President of Instruction and Student Development within five (5) working days of receiving a decision from the Dean by completing an Incident Form. The Vice President of Instruction and Student Development will investigate the basis of the academic dispute and render a decision to the student within five (5) working days. The decision of the VP of Instruction and Student Development is final.

Continuing Education/Adult Education students must complete the following steps:

1. A student has the right to appeal any decision or sanction imposed by a College instructor within thirty (30) working days after notification.
2. A student who wishes to appeal a Continuing Education/Adult Education dispute must first talk with the instructor involved.
3. If the student is not satisfied with an explanation by the instructor, (s) he may appeal within five (5) working days of talking with the instructor to the appropriate Dean of Continuing Education or Dean of Adult Education. The Dean will investigate the basis of the academic dispute and render a decision to the student within five (5) working days.
4. If the student is not satisfied with the decision of the Dean, (s) he may appeal to the Associate Vice President of Continuing Education and Workforce Development within five (5) working days of receiving a decision from the Dean by completing an Incident Form. The Associate Vice President of Continuing Education and Workforce Development will investigate the basis of the dispute and render a decision to the student within five (5) working days. The decision of the AVP of Continuing Education and Workforce Development is final.

II. Non-Academic Complaints

Non-academic complaints may pertain to, but are not limited to, a claim of:

- discrimination on the basis of age, race, color, religion, sex, national origin, handicap/disability, exercise of rights guaranteed by the First Amendment, or sexual orientation;
- a sanction that is viewed as unfair, unreasonable, excessive, or not in keeping with the Student Code of Conduct;
- a violation of rights, outlined in the Student Code of Conduct;
- sexual harassment.

Students must complete the following steps:

1. Students should make every effort to resolve a dispute on their own before beginning a grievance proceeding. The College's goal is to find solutions at the lowest possible level and to keep proceedings as informal, fair, and confidential as possible.

The student should speak with the faculty member(s), administrator(s) or staff involved and exhaust those efforts before beginning a grievance proceeding. If the student feels that an informal meeting with the other parties involved is not possible due to the nature of the complaint, such as sexual harassment or other sensitive complaint, the student should contact the Dean of Students.

2. The student should meet with the Dean of Students to explore possible solutions and file an Incident Form. The Dean of Students, or his/her designee, will serve as the student advocate. If the complaint involves a violation of law, law enforcement will be notified. The ADA officer will be notified of any ADA related complaints.

3. If the student is not satisfied with the resolution and would like to file a formal grievance s(he) must follow the Grievance Procedure as outlined.

III. Other Complaints

If a student wishes to have a complaint documented, but does not want any formal action taken, or the nature of the complaint cannot be resolved by the grievance procedure, s(he) may meet with the Dean of Students to voice the concern and file an Incident Form. Incident Forms can be obtained from the Dean of Students.

All complaints and grievances are recorded in a complaint log for College use and all related documentation is kept for future reference. All documentation is retained in Student Development.

IV. Grievance Procedure

The College recognizes that not all student grievances will be settled satisfactorily between a student and the person initiating the action. For this reason, it has adopted procedures to assist in appeals. This process is designed to be used by students, not their surrogates.

In order to provide an orderly procedure for handling grievances in accordance with due process and justice, students must complete the following steps:

1. A student may choose to appeal any sanction or decision imposed by a College faculty or staff member. The grievant must present to the Dean of Students a completed Incident Form within thirty (30) working days of the sanction describing the following:
 - a. name of the individuals involved and/or witnesses;
 - b. a description of the incident or complaint, including the time, place, and dates;
 - c. any actions taken to resolve the concern and the result;
 - d. the grievant's desired outcome.

The Dean of Students, or his/her designee, will serve as the student advocate to ensure that the student's rights are not violated.

2. The Dean of Students will schedule a meeting with the Grievance Committee within five (5) working days after receipt of the written grievance. The Grievance Committee is comprised of MCC employees and students, and it is their job to ensure fairness in all decisions affecting students. The Dean of Students will not have a vote in the Committee's decision. The Dean of Students will hold interviews

with the grievant singularly and with any individual he or she deems important to the investigation, and in the absence of other witnesses. Within five (5) working days after the Committee meeting, the Committee will respond in writing to the student. The student will sign and date the response of the Committee. The Committee may act as follows:

- a. Drop the sanction/decision.
- b. Uphold the sanction(s) consistent with those shown in the Student Code of Conduct.
- c. Impose further sanctions consistent with those shown in the Student Code of Conduct.
- d. Refer the student to a college office or community agency for services.

3. If the grievant refuses to accept the findings of the Committee, he or she may appeal the decision to the President within five (5) working days after receiving the decision of the Grievance Committee. The President will investigate as he or she sees fit. Within ten (10) working days after receipt of the grievance, the President will respond in writing to the grievant of his/her decision. The grievant will sign and date the response of the President to acknowledge receipt. The decision of the President final.

Failure to file notice of appeal within the above specified time limit will result in the termination of the right of appeal, unless such failure to file is the result of just cause not attributable to the petitioner.

During the investigation of a student grievance, the Dean of Students may return the student to the classroom during the period of the investigation in order to avoid undue academic hardship to the grievant. Further, the Dean of Students may issue temporary incidental orders including, but not limited to, admission to or denial of access to educational programs or any other incidental measures.

Incident Forms can be obtained from the Dean of Students.

All complaints and grievances are recorded in a complaint log for College use and all related documentation is kept for future reference. All documentation is retained in Student Development.

Student Rights

If you are accused of violating the Student Code of Conduct, Mayland Community College guarantees you these rights while the matter is being resolved:

1. You have the right to written notice of the provision of the Code of Conduct which you are accused of violating and a summary of the relevant facts.
2. You have the right to a hearing before the Grievance Committee.
3. You have the right to review all evidence, including written statements made against you. You must make a request to the Dean of Students five (5) working days in advance to review documents. (Strict rules of evidence do not apply in the hearing.)
4. You may present witnesses and evidence.
5. You may have one person to support you, but that support person must observe unobtrusively and allow you, the grievant, to speak for yourself.
6. The parties involved may challenge the impartiality of any member of the Grievance Committee. A temporary replacement may be appointed by the committee chair.

Academic Integrity Code

Mayland Community College expects every student, staff member, and instructor at Mayland Community College to maintain the highest standards of academic integrity. The right to learn in a community free from academic dishonesty is crucial to the development of a college student. For this reason, the College will impose sanctions for instances of plagiarism or cheating, or any act which violates the academic integrity of the College. Students are encouraged to familiarize themselves with Mayland's statement regarding violations of the Academic Integrity Code located in the Student Handbook.

Faculty Responsibilities and Options

Faculty members are responsible for educating students about academic integrity by placing a statement about the Academic Integrity Code on class syllabi. Further, faculty members are encouraged to limit opportunities for dishonest behavior.

If a student violates the Academic Integrity Code on an assignment (including an exam or other academic exercise), the faculty member has the option of the following sanctions:

- A reduced grade on the assignment.
- A reduced grade for the course.
- A grade of F on the assignment.
- A grade of F for the course.

Additionally, the faculty member must complete an Incident Form and report the violation to his/her Academic Dean and the Dean of Students in all cases in which a sanction has been imposed. The Dean of Students will keep a record of the violation. Repeated instances of violations of the Academic Integrity Code will result in more severe sanctions as outlined in the Student Handbook.

Violations of the Academic Integrity Code

Violations of the Academic Integrity Code include, but are not limited to, the following acts:

- Academic cheating, including, but not limited to, unauthorized copying of academic work of another, collaboration or use of notes or books on examinations without prior permission of the instructor.
- Plagiarism or the intentional presentation of work of another without proper acknowledgment of the source.
- Fabrication and falsification or the intentional misrepresentation of any information or citation in an academic exercise.
- Submission of substantial portions of the same academic work for credit more than once without authorization.
- Abuse of academic materials in the form of destruction, theft, or concealment of library or other resource material or of another student's notes or laboratory experiments.
- Complicity in academic dishonesty in helping or attempting to help another student to commit an act of academic dishonesty.
- Forgery, alteration, copyright violation, or misuse of college documents, records, computer software, Internet materials, or instruments of identification with intent to deceive or disrupt.
- Furnishing of false information to any MCC personnel including forgery, falsification, or fraudulent misuse of any documents, records, or identification cards.

- Having someone other than the student do work for that student.

A student has the right to appeal any decision or sanction imposed by a College faculty member within thirty (30) working days after notification. A student must follow the Student Complaint/Grievance Procedure.

Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyrights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damage or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504,505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Sexual Harassment Policy

MCC has a specific policy dealing with sexual harassment in the college community.

Section 1. Definition of Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature shall constitute sexual harassment when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s academic performance; or
- (2) submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting such individual; or
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile, or offensive academic environment.

The creation of an intimidating, hostile, or offensive academic environment may include such actions as persistent comments on an individual’s sexual preferences or the display of obscene or sexually oriented photographs or drawings.

Sexual harassment does not include personal compliments welcomed by the recipient, or social interaction or relationships freely entered into by students, prospective students, or by employees or prospective employees.

Section 2. Policy Statement

It is the policy of MCC that sexual harassment in any form will not be tolerated at the institution. The college shall not condone the sexual harassment of its students or employees. All students found in violation of this policy shall be subject to disciplinary action up to and including suspension or expulsion from the College. All College employees found in violation of this policy shall be subject to disciplinary action up to and including termination in accordance with the procedures set forth in the Cessation of Employment Policy.

In an effort to prevent sexual harassment from occurring at the institution, it is the policy of MCC to encourage the reporting of any incidents of sexual harassment and to provide a just procedure for the presentation, consideration and disposition of sexual harassment grievances.

The College further prohibits internal interference, coercion, restraint or reprisal against any student or employee who files a grievance concerning an occurrence of alleged sexual harassment.

Sexual Harassment Grievance Procedure

The following procedures shall generally govern the disposition of a grievance except in those instances where they are impractical in view of the actual facts and circumstances, in which event the President may authorize alternative steps and measures. In all cases where the subject of the grievance is an employee of the College to whom the individual is to present the grievance under this framework, the individual shall report the grievance to that employee's immediate supervisor.

Step 1: Students shall present a signed written grievance to the Dean of Students, who shall serve as Investigating Officer for student-filed grievances. Employees shall present a signed written grievance to the Coordinator of Personnel Services, who shall serve as Investigating Officer for employee-filed grievances.

The written grievance shall contain, at a minimum, the following information:

1. The date of the event, act, or purported act which prompted the grievance, or the approximate date if the specific date is unknown,
2. The specific grievance and the facts upon which the grievance is based, and
3. The remedy or corrective action sought.

The Investigating Officer shall conduct an investigation, utilizing additional personnel and resources as needed. The Investigating Officer's determination shall be in writing and shall contain a brief statement of the Investigating Officer's findings and/or recommendations for resolution, and a written copy will be provided to the person filing the grievance.

Step 2: If the grievance is not addressed to the satisfaction of the aggrieved party by the Investigating Officer, that person may request a review by the President. A request for review must be in writing and presented to the President within five (5) working days after receipt of the decision of the Investigating Officer.

Within ten (10) working days after a request for review, the aggrieved party and the Investigating Officer shall provide in writing all pertinent information regarding the grievance to the President. The President shall review the information and hold whatever discussions are deemed appropriate and/or requested by the student or employee and/or the Investigating Officer. The President will advise the aggrieved party and Investigating Officer in writing of his/her determination and will be delivered to each.

Step 3: If the President's decision is not satisfactory to the student or employee, the aggrieved person or the Investigating Officer may request a review by the Board of Trustees. A request from either must be submitted in writing and be presented to the Chairman of the Board or Secretary to the Board within five (5) working days after receipt of the decision rendered by the President.

The Chairman shall bring the request for review before the Board at least by the next regular meeting and the Board will review the written grievance and all decisions in response thereto. The Board may make or direct any other investigation it deems necessary and the aggrieved party, Investigating Officer, and the President shall be given a copy of the Board's determination, in writing, which shall be final.

Information Technology Acceptable Use

1. Policy Statement

The purpose of this policy is to establish acceptable and unacceptable use of information technology resources at MCC in conjunction with its established culture of lawful and ethical behavior, trust, openness and integrity.

Recognizing that each individual user is ultimately responsible for his/her own actions, the Board adopts the following policy governing the use of institutional I.T. resources, and establishes conditions relative to their acceptable use for the purpose of allocating resources and avoiding disruption of MCC educational programs and business operations. This policy makes no attempt to articulate all required or prohibited behavior by users of MCC I.T. resources. While ultimate decisions on access shall be made by authorized College personnel, guidelines shall be adopted subject to the limitations of the following sections.

2. Acceptable and Unacceptable Uses

I.T. resources owned and/or operated or services provided or subscribed to by MCC, hardwired and wireless, are intended for the use of MCC students, faculty, staff and other authorized individuals for purposes directly related to instruction and business operations.

It is not acceptable to utilize or make use of MCC I.T. resources:

- a. For any purposes prohibited by federal or state law.
- b. For commercial gain or profit.
- c. To create or propagate computerized viruses, malware or spyware.
- d. To access, display, make accessible, play, publish or transmit any annoying (i.e. spamming), discriminatory, indecent, lewd, obscene, pornographic, offensive, racist, sexist, threatening or harassing language and/or materials.
- e. To transfer copyrighted materials to or from any information resource, except as permitted by law or by written agreement with the owner of the copyright.
- f. To attempt to obtain unauthorized computer access or privileges, or to attempt to trespass in the files, folders or work of another individual.
- g. To conduct any activity that could cause a security breach or disrupt service.
- h. For "snooping", i.e., obtaining access to the files or electronic mail of others for the purpose of satisfying idle curiosity, with no substantial College business purpose.
- i. For "spoofing", i.e., constructing an electronic communication so it appears to be from someone else.
- j. For "phishing", i.e., attempting to gain confidential information by using fraudulent emails or other electronic communications.

Due to the possibility of configuration errors, virus infections, etc., personally owned devices such as laptop computers may not be attached to any wired port on the MCC network. Only those devices owned and managed by MCC will be allowed to connect to the MCC wired local area network. Further, it is not permissible to deliberately attempt to damage and/or sabotage I.T. resources or to perform port scans.

3. Reservation of Rights and Limits of Liability

MCC reserves all rights in the use and operation of its I.T. resources, including the right to monitor and inspect electronic files, resources and/or computer support services, or to terminate service at any time and for any reason without notice.

The College makes no guarantees or representations, either explicit or implied, that user files and/or accounts are private or secure.

The College and its representatives are not liable for any damages and/or losses associated with the use of any of its I.T. resources or services.

The College reserves the right to limit the allocation of I.T. resources for users, i.e. bandwidth, access time, disk space, services, etc.

4. Electronic Mail and Voice Messaging

a. Access and Use of Electronic Mail and Voice Messaging:

Only MCC faculty, staff and students and other persons who have received permission from the appropriate College authority are authorized users of the College's electronic mail and voice messaging systems and resources.

The use of any College resources for electronic mail and voice messaging must be related to College business, including academic pursuits. Incidental and occasional personal use of electronic mail and voice messaging may occur when such use does not generate a direct cost for the College. All uses of electronic mail and voice messaging utilizing MCC I.T. resources are subject to the provisions of this policy.

b. Monitoring and Disclosure of Electronic Mail and Voice Messages:

MCC will make reasonable efforts to maintain the integrity and effective operation of its electronic mail and voice messaging systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, the College can assure neither the privacy of an individual user's use of the college's electronic mail and voice messaging resources nor the confidentiality of particular messages that may be created, transmitted, received, or stored thereby. The College will not monitor electronic mail or voice messages as a routine matter but it may do so to the extent permitted by law as the College deems necessary for purposes of maintaining the integrity and effective operation of the College's electronic mail and voice messaging systems. Any user of the College's electronic mail resources who makes use of an encryption device to restrict or inhibit access to his or her electronic mail must provide access to such encrypted communications when requested to do so under appropriate College authority.

To the extent permitted by law, the College reserves the right to access and disclose the contents of faculty, staff, students' and other users' electronic mail and voice messages without the consent of the user.

The College will do so when it believes it has a legitimate business need including, but not limited to, those listed below, and only after explicit authorization is obtained from the appropriate College authority:

- in the course of an investigation triggered by indications of misconduct or misuse
- as needed to protect health and safety
- as needed to prevent interference with the academic mission, or
- as needed to locate substantive information required for College business that is not more readily available by some other means

The College will inspect and disclose the contents of electronic mail and voice messages when such action is necessary to respond to legal processes and to fulfill the College's obligations to third parties.

c. Public Inspection and Archiving of Electronic Mail and Voice Messages:

Electronic mail and voice messages of students may constitute "education records" subject to the provisions of the federal statute known as the Family Educational Rights and Privacy Act of 1974 (FERPA). The College may access, inspect, and disclose such records under conditions that are set forth in the statute. North Carolina law provides that communications of College personnel that are sent by electronic mail and voice messaging may constitute "correspondence" and, therefore, may be

considered public records subject to public inspection under North Carolina General Statutes 121 and 132.

Electronic files, including electronic mail and voice messaging, that are considered to be public records are to be retained, archived and/or disposed of in accordance with current guidelines established by the North Carolina Department of Cultural Resources.

5. Administrative Systems

The College accepts its responsibility for good administrative business procedures and record maintenance.

All employees have responsibility for system security. Those who use the system are responsible for that portion of data, software, and equipment. Access to the system or any part of the system will be granted on a "need-to-know" basis while in context to the performance of assigned duties. Data retrieved from the system becomes the responsibility of the user. This includes, but is not limited to the following: hardcopy, handwritten, electronic, physical, and acquired knowledge. Each user therefore becomes responsible for securing such information and is responsible for all activities performed under their user account.

6. Violations

Violation of any of the provisions of this policy may result in suspension of information technology resource privileges, disciplinary review, dismissal, termination and/or prosecution in accordance with applicable federal, state or local statutes or ordinances.

Definitions

- a. "Access" means to approach, instruct, communicate with, cause input, cause output, or otherwise make use of any resources of an information system/network or component or service thereof.
- b. "Computer" means an internally programmed, automatic device (either physical or virtual) that performs data processing.
- c. "Computer network" means the interconnection of communication systems with a computer through remote devices, or a complex consisting of two or more interconnected computers or devices.
- d. "Computer program" means an ordered set of data that are coded instructions or statements that, when executed by a computer, cause the computer to process data.
- e. "Computer software" means a set of computer programs, procedures and associated documentation concerned with the operation of a computer or computer system.
- f. "Electronic mail/voice message" means any message in a system that depends on information technology to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, listen, or print for purposes of communication across information systems between or among individuals or groups, that is either explicitly denoted as electronic mail or voice messaging or is implicitly used for such purposes, including services such as electronic bulletin boards, listserves, and newsgroups.
- g. "Harass" means to engage persistently in a pattern of unwanted or repeated annoying behavior targeted at one or more particular individuals.
- h. "Indecent" means grossly unseemly or offensive to manners or morals.
- i. "Obscene" means any work or material which, when taken as a whole, would be determined by an average person applying contemporary community standards, to appeal solely to the prurient interests, and which lacks any serious literary, artistic, political or scientific value.
- j. "Property" includes, but is not limited to, financial instruments, information, including electronically processed or produced data, and computer software and programs in either machine or human readable form, and any other tangible or intangible item of value.

- k. "Pornographic" means erotic or sexually explicit material of any type, including material that depicts children or minors in a sexually explicit manner.
- l. "Resource" includes hardware, software, services, infrastructure and data.
- m. "Snooping" means obtaining access to the files or electronic mail/voice messages of others for the purpose of satisfying idle curiosity, with no substantial College business purpose.
- n. "Spamming" means attempting to deliver unsolicited electronic mail to someone who would not otherwise choose to receive it.
- o. "Spoofing" is the process of deception by which an individual or system alters its identity and/or creates additional identities in order to gain privileged access to information/ network resources and/or impersonate a user or user group.
- p. "Phishing" means the practice of using fraudulent emails or other electronic communication in order to obtain confidential information.

Drug Free Campus

I. Drug-Free Campus

The use of alcoholic beverages or controlled substances (except under prescription by a licensed physician) on the property of Mayland Community College is prohibited.

a. Purpose

This policy is created to comply with the Drug-Free School and Communities Act Amendments of 1989 (Public Law 101-226), and the Drug-Free Workplace Act of 1988 (Public Law 100-690), to prevent the illicit use of drugs and the abuse of alcohol by students, faculty and staff, and to set forth standards to provide a community setting that is safe, healthy and productive for students, faculty and staff of Mayland Community College.

b. Regulation

1. Unlawful possession, use, production, distribution, or sale of alcohol or controlled substances by any student, faculty or staff member is prohibited on College property.

Note: It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21 and the possession of alcohol by anyone under 21 years of age is illegal.

2. The College reserves the right to require an individual to undergo a medical examination by a physician or health professional chosen by the College whenever there is a question of the individual's fitness to attend classes and/or work, or where there is a reasonable basis for concern that an individual's condition could pose health or safety hazards for other persons.
3. It is a condition of employment that each employee of the College abides by the terms of this policy.
4. Any student, faculty or staff member violating this policy will be subject to appropriate College disciplinary procedures, up to and including expulsion or termination of employment.
5. Violation of this policy may also lead to referral for prosecution to the appropriate local, state and/or federal authorities. Faculty or staff who are convicted of any criminal alcohol or drug statute violation occurring in the workplace must notify the Personnel Services Office within five (5) calendar days of the conviction if they are employed by the College at the time of the conviction.

c. Awareness Program

The College maintains a drug-free awareness program, utilizing available media and human resources to inform students and employees of:

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of controlled substances and alcohol by students or employees on its property or as part of its activities;
2. A description of the applicable legal sanctions under local, state or federal law for the unlawful possession, use or distribution of controlled substances or alcohol;
3. A description of the health risks associated with the use of controlled substances and the abuse of alcohol;
4. A description of any drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available; and
5. A clear statement that the institution will impose sanctions on students or employees consistent with applicable laws, and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct contained in this policy.

d. Distribution

1. The College shall provide a copy of this policy to all existing and future full and part-time employees.
2. Full and part-time employees at all locations shall sign a statement of policy receipt acknowledging that they have received, read and understood the policy. The statement of receipt shall specify that, as a condition of employment, the employee will:
 - Abide by the terms and provisions of the policy; and
 - Notify the Personnel Services Office within five (5) calendar days after any conviction for such a violation occurring in the workplace.
3. The signed statement of policy receipt shall become a part of the employee's personnel file and shall be kept in perpetuity in the Personnel Services Office.
4. The College shall publish a copy of this policy in the College Catalog and Student Handbook annually.

e. Agency Notification

Upon notification of any criminal drug or alcohol statute conviction for a violation of this policy occurring in the workplace, the Personnel Services Office shall notify the U.S. Department of Education or other appropriate agency within ten (10) calendar days.

f. Disciplinary Action

Upon notification of an employee's conviction, the President of the College shall notify the Board of Trustees at their next regular meeting. In its discretion, the Board may:

1. Take appropriate personnel action against the offending employee, up to and including termination of employment, in accordance with the provisions set forth in the Cessation of Employment Policy; or
2. Require the employee to satisfactorily complete a drug or alcohol abuse rehabilitation or assistance program, approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency. If the employee fails to satisfactorily participate in such a program, the employee shall be non-renewed, or his/her employment may be suspended or terminated at the discretion of the Board in accordance with the Cessation of Employment Policy.

II. Definitions

The following definitions shall apply throughout this policy:

- a. "Alcohol" means any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor, and as further defined by the State Alcoholic Beverage Code.
- b. "Controlled substance" means a drug, substance, or immediate precursor included in Schedules I through VI of Section 202 of the Controlled Substances Act (21 U.S.C. Section 812), as defined by regulation at 21 CFR 1300.11 through 1300.16, and as further defined by the North Carolina General Statutes in NCGS 90-89 through 90-94, as amended from time to time.
- c. "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of state or federal criminal alcohol or drug statutes.
- d. "Criminal drug or alcohol statute" means a criminal statute involving the manufacture, distribution, dispensation, use or possession of alcohol or any controlled substance.
- e. "Drug" means a substance intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in man or other animals, or substances (other than food) intended to affect the structure or any function of the body of man or other animals.

Drug and Alcohol Abuse Prevention

Mayland Community College is very concerned with the health and safety of its students, faculty, staff, and visitors. Because of this, we have created a Tobacco Free Campus Policy and a Drug Free Campus Policy. The use, possession, distribution, or transport of drugs or alcohol by students, employees, or visitors on MCC property or as part of a MCC activity is prohibited.

I. Prevention

According to the American Academy of Pediatrics, the responsibility to patients and their families regarding the prevention of substance abuse and the diagnosis and management of problems related to substance abuse has increased. The use of tobacco, alcohol, and other drugs is one of the biggest problems facing people today. There are no guarantees that someone you love will not choose to use drugs, but you can influence that decision by:

- Not using drugs yourself
- Providing guidance and clear rules about not using drugs
- Spending time with your loved one sharing the good and the bad times

Use the following tips to help guide thoughts and behaviors about drugs:

1. Talk honestly. Don't wait to have "the drug talk" with someone. Make discussions about tobacco, alcohol, and other drugs part of your daily conversation. Know the facts about how drugs can harm. Clear up any wrong information, such as "everybody drinks" or "marijuana won't hurt you." Be clear about personal rules for and legal implications of the use of tobacco, alcohol, and other drugs.
2. Really listen. Encourage questions and concerns about tobacco, alcohol, and other drugs. Do not do all the talking or give long lectures.
3. Help develop self-confidence. Look for all the good things in yourself or someone you care about--and then tell them (or yourself) how proud you are. If you need to correct, criticize the action, not the person. Praise efforts as well as successes.
4. Help develop strong values. Talk about your personal values.
5. Be a good example. Your own habits and thoughts about tobacco, alcohol, and other drugs make an impression. Your actions speak louder than words.

6. Help deal with peer pressure and acceptance. Discuss the importance of being an individual and the meaning of real friendships. You do not have to do something wrong just to feel accepted. Remind yourself that a real friend won't care if he does not use tobacco, alcohol, and other drugs.

7. Encourage healthy, creative activities. Look for ways to get involved in athletics, hobbies, school clubs, and other activities that reduce boredom and excess free time. Develop positive friendships and interests. Look for activities that you can do together.

10. Know what to do if someone you love has a drug problem. Realize that no one is immune to drugs. Learn the signs of drug use. Take seriously any concerns you hear from friends, family, or other students about possible drug use. Trust your instincts. If you truly feel that something is wrong, it probably is. If there's a problem, seek professional help.

II. Counseling/Treatment Options

Various counseling options for drug and alcohol treatment are available on and off campus through the following:

MCC Counseling Center 828-766-1256

Smoking Mountain Center 800-849-6127 (24 hours)

Daymark Recovery and Crisis Services 828-733-5889

Neil Dobbins Center Crisis and Detox Services 828-253-6306

RHA Mobile Crisis Unit 888-573-1006

Alcoholics Anonymous www.aa.org

Narcotics Anonymous www.wncana.org

III. Health Risks

According to The U.S. Drug Enforcement Administration website:

Here are a few realities to consider:

- You can't predict the effect that a drug can have on you—especially if it's the first time you try it, and even if it's a small amount or dose. Everyone's brain and body chemistry are different. Everyone's tolerance for drugs is different.
- Using drugs can lead to abuse, addiction, serious health problems, and even death.
- Drugs that are legal—prescription and over-the counter (OTC) medications—can be just as dangerous as illegal drugs.

The U.S. Drug Enforcement Administration website has Fact Sheets available about illegal and legal drugs and their effects on your body and brain. They can be found at <http://www.justice.gov/dea/druginfo/factsheets.shtml>.

Tobacco Free Campus

It is the intent of the Board of Trustees of Mayland Community College to promote the health, well-being and safety of students, faculty, staff and campus visitors of Mayland Community College. To address this commitment, smoking and the use of tobacco and smokeless tobacco products is prohibited on all college properties, including but not limited to academic and auxiliary buildings, sidewalks, green spaces, parking lots, roadways and all vehicles.

Tobacco is defined as any type of tobacco product, including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, hookahs, electronic cigarettes, smokeless or spit tobacco, snuff, or any other items containing or reasonably resembling a tobacco product that can be fashioned in a smoking manner.

Violation of the Tobacco Free Campus Policy will result in the following sanctions for students:

1. The MCC Security Force will issue citations to individuals who are in violation of the MCC Tobacco Policy. Those citations will be forwarded to the Dean of Students who will maintain a database of offenders.
2. Upon issuance of the second citation, the offender will have a block placed on his/her registration, LRC and transcript privileges, until he/she meets with the Dean of Students to discuss and ensure compliance.
3. Upon a third citation, the student will be blocked as above (#2) until 10 hours of college service are recorded through the Office of the Vice President of Administration.
4. Upon a fourth citation, the student will be suspended from MCC for five class days (one week).
5. Upon the fifth citation, the student will be expelled from MCC for the remainder of the present semester.

The student will be administratively withdrawn according to the Withdrawal Procedure 1.097.

Violation of the Tobacco Free Campus Policy will result in the following sanctions for employees:

1. An employee is anyone defined as full-time, part-time, adjunct or in any wage earning status representing MCC.
2. Employee violations are to be reported to Security Services or to the Director of Personnel Services.
An email will be generated reporting the violation to the employee's immediate supervisor. A meeting with the employee and supervisor will follow. The supervisor will use the following procedure to document the violation using the Performance Correction Notice document.
 - First violation- The Performance Correction Notice will be used to document the verbal notice of violation of the Tobacco-free Campus Policy.
 - Second violation- A written notice of the violation of the Tobacco-free Campus Policy will be made using the Performance Correction Notice.
 - Third violation - A documented third violation of the Tobacco-free Campus Policy will be considered insubordination and may result in unpaid suspension or termination of employment as determined by the President.

College Workplace/Anti-Violence Policy

The safety and security of all students, faculty, staff, and customers is a proper concern of MCC. Acts of violence made by or against any of the aforementioned are not permitted. Students, faculty, staff, or customers committing acts of violence are subject to disciplinary action that may result in suspension of privileges, suspension and/or dismissal from the College, and/or prosecution under the appropriate general statutes.

The following behaviors are prohibited:

- Any act or threat of violence made by a student, employee, or customer against another;
- Any act or threat of violence including, but not limited to, intimidation, harassment, or coercion;
- Any act or threat of violence which endangers the safety of students, employees, customers, vendors, contractors, or the general public;
- Any act or threat of violence made directly or indirectly by words, gesture or symbols; and
- Use or possession of dangerous weapons on the College Campus.

In an effort to ensure safety and treat students, faculty, and staff in a non-discriminatory manner it is the College's policy to not prohibit anyone from using the restroom they need to use. To provide privacy to students, faculty, and staff of all genders, two single occupancy all-gender restrooms are located in the following area:

- Samuel Phillips Building (Cosmetology Department)
- Public Safety Building

Possession of Firearms and Other Dangerous Weapons Policy

I. General Policy Statement

The possession, whether concealed or otherwise, of firearms or other weapons as defined in NCGS 14-269.2 on the campus and grounds of MCC or off-campus locations where classes and/or activities are being conducted under the auspices or on behalf of the College is forbidden except as provided by statute or this policy.

II. Sanctions

Any student or employee found to be in possession of a firearm or other weapon in violation of this policy is subject to immediate dismissal, termination, and/or prosecution in accordance with applicable statutes.

Any other person in violation of this policy is, in addition to being subject to criminal prosecution under applicable statutes, subject to immediate expulsion from institutional facilities and prohibition against reentry.

III. Exceptions

Exceptions to the general policy statement include:

- Sworn law enforcement officers may carry their firearms or other weapons on their person only while conducting official business on the campus and grounds of MCC.
- Sworn law enforcement officers who enroll in educational classes and/or activities conducted under the auspices of the College may carry firearms or weapons only while attending classes or training that specifically require the use of such weapons at all times subject to institutional procedures and directives and orders of college representatives.
- Subject to institutional procedures, college personnel are authorized to possess firearms and weapons incident to institutional programs for training and safety which require weaponry for educational purposes.
- Effective October 1, 2013, this prohibition does not apply to a person who has a concealed handgun permit issued in accordance with Article 54B of GS 14-269, has a concealed handgun permit considered valid under GS 14-415.24, or is exempt from obtaining a permit pursuant to GS 14-415.25, provided the weapon is a handgun, is in a closed compartment or container within the person's locked vehicle, and the vehicle is in a parking area that is owned or leased by State Government. A person may unlock the vehicle to enter or exit the vehicle, provided the handgun remains in the closed compartment at all times and the vehicle is locked immediately following the entrance or exit.

IV. Regulation

The President is authorized to develop and implement procedures for the safe use, storage and control of firearms and other weapons that may be necessary and appropriate for instructional aids in relevant educational programs and to further the implementation of this policy through more specific procedures.

Reporting a Crime

I. Crime on Campus

Mayland Community College is concerned with the safety and well-being of its students, faculty, and staff and is committed to providing a safe and secure campus community. MCC has been fortunate in experiencing few crimes, but emergencies and crimes occasionally occur. MCC takes all incidents very seriously, but students, faculty, staff, and visitors are also responsible for taking measures to protect themselves and their possessions.

a. MCC's Campus Security Report

This report is required by federal law to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and contains policy statements and crime statistics for the school. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in off-campus buildings or on property owned or controlled by the school, and on public property within or immediately adjacent to the campus. The Dean of Students prepares this report using crime statistics provided by the MCC Security Office, local law enforcement agencies, and College officials. This report is available online at <http://www.mayland.edu/2012CampusSecurityReport.pdf> or a paper copy may also be requested from Student Development, located on the Main Campus in Gwaltney Hall. Each year, an email notification that provides the web address to access this report is sent to all enrolled students, faculty, and staff. All prospective employees may obtain a copy from the Human Resources Department, also located on the Main Campus, in Gwaltney Hall.

b. Crime Log

A crime log is maintained at the Main Campus and the Learning Centers. The most recent 60-day period is available for review at each location during normal business hours. Any portion of the log older than 60 days is available within two business days of the request. This information can be obtained from the Vice-President of Business Administration or the Dean of the Learning Center. The information in the daily crime log includes the nature, date, time, general location, and disposition of each crime. The names of individuals will be withheld, and any information may be withheld, if its release could jeopardize an ongoing investigation.

c. Students are informed about campus security procedures during New Student Orientation each August and through the annual publication of the MCC Student handbook and the Campus Security Report. Employees are informed during New Employee Orientation and in the annual publication of the Campus Security Report. Crime prevention programming is held as needed.

II. Reporting a Crime

a. Mayland Community College encourages students, faculty, staff, visitors, and community members to report all crimes and public safety-related incidents on campus in a timely manner to a MCC Security Officer or the Dean of Students. If the act occurs at the Avery or Yancey Learning Center, please report it to the Dean of that particular center.

b. Students, faculty, staff, and visitors should take precautions to protect their own safety. Do not attempt to interfere with an incident except to protect personal safety and please try to note distinguishing characteristics of individuals and a description of vehicles involved, including license numbers.

c. MCC does have a Security Officer on duty during business hours. MCC Security Officers have the authority to ask persons for identification to determine whether individuals have lawful business on Campus and to issue parking tickets. Criminal incidents are referred to local law enforcement agencies. The Security Officers and College Administration maintain a highly professional working relationship with local law enforcement agencies. MCC security officers and local law enforcement agencies communicate regularly on the scene of incidents that occur in and around Campus. There is no written memorandum of understanding between MCC and local law enforcement agencies.

d. Campus professional counselors, when acting as such, are not required to report crimes for inclusion in the annual disclosure of crime statistics. Counselors are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary confidential basis for inclusion in annual crime statistics.

III. To Report a Campus Emergency or Crime

a. Main Campus

1. To Report an Emergency – 911
2. Campus Security - (828) 766-1200, use Call Box located in parking lot, or report in person; see receptionist in Gwaltney Hall who will locate a MCC security officer.
3. Dean of Students – (828) 766-1262 or report in person. The Dean's office is located in Gwaltney Hall in Student Development area.
4. Avery County Sheriff's Dept. - (828) 733-2071
5. Mitchell County Sheriff's Dept. - (828) 688-3982
6. Green Valley Fire Dept. - (828) 765-9465
7. Parkway Fire & Rescue - (828) 765-2117

b. Avery Learning Center

1. To Report an Emergency - 911
2. Dean - (828) 733-5883 or report in person. See the receptionist at front desk.
3. Avery County Sheriff's Dept. - (828) 733-2071
4. Newland Police Dept. - (828) 733-2024
5. Newland Fire Dept. - (828) 733-5555
6. Avery Central Fire Dept. - (828) 733-4011

c. Yancey Learning Center

1. To Report an Emergency – 911
2. Dean - (828) 682-7315 or report in person. See the receptionist at front desk.
3. Yancey County Sheriff's Dept. - (828) 682-2124
4. Burnsville Fire Dept. - (828) 682-2414
5. West Yancey Volunteer Fire Dept. - (828) 682-1447

d. Any MCC employee can assist with contacting the proper authorities.

e. The Main Campus and Learning Centers are open to students, faculty, staff, and visitors during normal business hours. During non-business hours, all campus buildings can only be accessed by key. The Main Campus has a Security Office on duty during business hours who patrols the entire campus. The Main Campus and Learning Centers are equipped with surveillance cameras and the Security Officer and the Director of Facilities Services regularly check to make sure the campus facilities and property are maintained in a manner to help protect the safety of all students, faculty, staff, and visitors. MCC does not have campus residences or student organizations with off-campus locations.

IV. Voluntary Confidential Reporting

If you are the victim or witness of a crime on MCC's campus and do not want to pursue action through the College or criminal justice system, you may still want to consider making a confidential report. With your permission, a MCC Security Officer or the Dean of Students can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents, determine where there is a pattern of crime with regard to a particular location, method, or perpetrator, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in MCC's annual crime statistics.

V. In the Event of a Campus Emergency or Crime

a. The Mayland Community College Board authorizes the President to develop and implement procedures for the handling of emergency situations that may arise on campus, including when and how to warn the campus community.

b. In the event that a situation arises, on or off campus, that the President or his designee deems an ongoing or continuing threat, a campus-wide timely warning will be issued. A warning may be issued through LEO emails, LEO announcements and/or CruiserAlert text messages.

c. If a situation on the main campus poses an immediate threat to the community, a warning and directives will be disseminated through CruiserAlert Emergency text messages, the Lynx Messenger System on the computers of essential personnel, and/or mass notification system intercoms. If an immediate notification is necessary at one of the learning centers, a notice will be placed on the front door and individuals will be given directives by the Dean of that particular center.

VI. Emergency Evacuation

a. Spruce Pine Campus: Proceed to the assigned safety zones.

Yancey Learning Center: Proceed to the parking lot above the Learning Center.

Avery Learning Center: Proceed to the Avery County Schools parking lot.

b. Handicapped persons in the building should use a route without stairs. All handicapped persons on the second story of buildings who cannot go down the stairs should wait for assistance at the stairwell.

c. Emergency Evacuation/Inclement Weather plans are located in all areas. The primary exit will be marked. Proceed to the safety zone listed.

d. Each faculty member and instructor with a class should take his/her roll book and get all of their students out of the building. Faculty and instructors are to account for all students in the class once the building is evacuated. All faculty and instructors who are not in a class will help escort students who are not in classes out of the building.

e. Doors are to be closed, but not locked, and lights left on.

f. Students and college personnel are not to go to their cars or leave the campus during a fire drill or emergencies.

g. During the evening hours Campus Security and the Evening Information Desk personnel will monitor the fire emergency and contact the Director of Crisis Management and the President.

h. All faculty and instructors are responsible to know alternate routes of exit and instruct all of their students about the Emergency Evacuation Plan.

i. During a fire drill, the Emergency Coordinator of Buildings will indicate when reentering of the building is cleared. In a real fire, please wait for instructions from emergency officials.

j. A safety zone is defined as the location where groups will stand until the "all clear" is announced or further directions are given.

k. Evacuation of People with Disabilities

1. Evacuating a disabled or injured person alone should be a last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.

2. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. If people with mobility impairments cannot exit, they should be moved to a safer area (i.e., most enclosed stairwells).
3. Attempt a rescue evacuation only when the disabled person is in immediate danger and cannot wait for professional assistance.
4. It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move to a safer area.
5. In some multi-story buildings the disabled person may be moved to the "Area of Rescue" located in the stairwells to await rescue by emergency personnel. The area of rescue has a phone system for communication with emergency personnel. For buildings that do not have an "Area of Rescue" the disabled person must be moved to the nearest stairwell to await rescue.
6. Notify Campus Security or fire personnel immediately about any people waiting to be rescued.
7. Two physically capable occupants should be invited to volunteer to assist the disabled during evacuation. If volunteers are not available, designate two people to assist who are willing to accept the responsibility. Ask the disabled person how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
8. DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or other disaster.
9. If disabled people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using a carry technique. Proper lifting techniques (e.g., bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to the rescuers. Certain lifts may need to be modified depending on the person's disability. Remember that two-person rescues are preferable.
10. DO NOT evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible.
11. Evacuating Persons with Blindness or Visual Impairment: Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms. DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd. Give other verbal instructions or information (i.e., elevators cannot be used).
12. Evacuating Persons with Deafness or Hearing Loss: Get the attention of a person with a hearing impairment by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand. Offer visual instructions to advise the safest route or direction by pointing toward exits or evacuation maps.

VII. Preventing Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Mayland Community College is concerned with the safety and well-being of its students, faculty, and staff and is committed to providing a safe and secure campus community. MCC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and encourages anyone who is affected by a offenses on campus to report the incident in a timely matter.

a. Definitions

1. Domestic and Dating Violence: Any act, attempt, or threat of force by a family member or intimate partner against another family member or intimate partner. Examples of this behavior include: physical violence, intimidation, making and/or carrying out threats, isolation, and emotional abuse.

2. Sexual Assault: : Engaging in a sexual act with another person by force and against the will of the other person, or with a person who is mentally disabled, mentally incapacitated, or physically helpless, and the person performing the act knows, or should reasonably know, the other person is mentally disabled, mentally incapacitated, or physically helpless.

3. Stalking: a course of conduct directed at a specific person that involves repeated visual or physical proximity, nonconsensual communication, or verbal, written, or implied threats, or a combination thereof, that would cause fear in a reasonable person.

4. Consent: Consent is clear, knowing, and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts.

b. Students are informed about domestic violence, dating violence, sexual assault, and stalking during New Student Orientation each August and through the annual publication of the MCC Student Handbook and the Campus Security Report. Employees are informed during New Employee Orientation and the annual publication of the Campus Security Report. Domestic violence, dating violence, sexual assault, and stalking prevention programming is held as needed throughout the year.

c. Domestic and Dating Violence

1.Examples of this behavior:

- i. Intimidation: Smashing things, abusing pets, destroying victim's property, displaying weapons.
- ii. Threats: Making and/or carrying out threats to harm the victim, to commit suicide, to report him or her to child welfare, to make him or her drop charges.
- iii. Isolation: Controlling what the victim does, sees, and reads, limiting who the victim talks to.
- iv. Emotional abuse: Putting the victim down, calling him or her names, making him or her think he or she is crazy, playing mind games.

2. Create a Safety Plan or Think about Ways to Stay Safe:

- i. Be conscious of exits or other escape routes.
- ii. Think about options for transportation.
- iii. Know who can help, including local shelters and law enforcement agencies.
- iv. Know where to go, consider family, friends, or local shelters.
- v. Keep cash at all times.
- vi. Memorize important numbers or have them easily accessible.
- vii. Establish a code word so that family and friends know when to call for help.
- viii. Have a backup plan in case the first fails.
- ix. Carry a small noisemaker (like a whistle) and/or flashlight on keychain.
- x. Be aware of routine and try to alter it sometimes, if possible.
- xi. Have an extra copy of keys.
- xii. Try to keep in contact with people/organizations who are helpful.
- xiii. Prepare an emergency bag and keep it hidden, not in house or car.
- xiv. Take important papers (birth certificate, social security card, license, passport, medical records, lease, bills, etc.), house keys, car keys, cash, credit cards, medicine, important numbers, and cell phone. If taking children, remember their important documents. (Source: rainn.org)

d. Sexual Assault

3. Includes:

- i. Non-consensual sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman
- ii. Non-consensual sexual contact, including touching and fondling, however slight, with any object, by a man or a woman upon a man or a woman.

4. Reduce Risk by Avoiding Dangerous Situations:

- i. Be aware of your surroundings. Knowing where you are and who is around who may help you to find a way out of a bad situation.
- ii. Try to avoid isolated areas. It is more difficult to get help if no one is around.
- iii. Walk with purpose. Even if you do not know where you are going, act like you do.
- iv. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably is not the best place to be.
- v. Try not to load yourself down with packages or bags, as this can make you appear more vulnerable.
- vi. Make sure your cell phone is with you and charged.
- vii. Do not allow yourself to be isolated with someone you do not trust or someone you do not know.
- viii. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone. (Source: rainn.org)

e. Stalking

5. Examples of this behavior:

- i. Repeated undesired contact (phone calls, emails, text messages, letters, showing up unexpectedly, etc.).
- ii. Following or lying in wait for the individual.
- iii. Making threats to the individual or her/his family.
- iv. Any other behavior used to contact, harass, track, or threaten the individual.

6. If You Are Being Stalked You Should Consider:

- i. Avoiding all contact with the stalker.
- ii. Informing family, friends, supervisors, and co-workers of what is going on.
- iii. Reporting the stalking to your local police.
- iv. Keeping an accurate journal or log of all incidents connected to the stalking.
- v. Keeping all evidence received from the stalker such as letters, packages, taped telephone messages, etc. (Source: rainn.org)

VIII. Sex Offender Information

a. The North Carolina General Assembly created the North Carolina Sex Offender and Public Protection Registry in January 1996. Under North Carolina law, certain persons who have been convicted of a sex offense or an offense against a minor are required to establish and maintain registration in compliance with the North Carolina Sex Offender and Public Protection Registration Programs. The Registration Programs are governed by Chapter 14, Article 27A of the North Carolina General Statutes. Any person who has a "reportable conviction" and who resides in North Carolina, moves to North Carolina, or is a nonresident student or nonresident worker in North Carolina, must maintain registration under Part 2 of Article 27A. This includes certain juvenile offenders. Nonresident students and nonresident workers in North Carolina also must maintain registration under Part 2, if required to register in their state of residency.

b. Faculty, staff, students, or visitors seeking information about registered sex offenders in the region may contact the local Sheriff's Department or go to the North Carolina Department of Justice website, <http://sexoffender.ncdoj.gov/>.

IX. Counseling

a. Various counseling options for sexual assault victims are available on and off campus through the following:

- | | |
|--|-------------------------|
| 1. The MCC Counseling Center (for students) | 828-766-1256 |
| 2. The Employee Assistance Program (for employees) | 800-454-1477 |
| 3. SafePlace Crisis Line (Avery and Mitchell Counties) | 828-765-4044 (24 Hours) |
| 4. Family Violence Coalition Crisis Line (Yancey County) | 828-682-0056 (24 Hours) |
| 5. Smokey Mountain Center | 800-849-6127 (24 Hours) |

X. Responding to Domestic Violence, Dating Violence, Sexual Assault, and Stalking

a. For victims of domestic violence, dating violence, sexual assault, and stalking, the first priority is to get to a place of safety. Then he/she should:

1. obtain necessary medical treatment as soon as possible, if needed;
2. report the incident to a MCC security officer or local law enforcement and the Dean of Students in a timely manner;
3. try to preserve all physical evidence;
4. ideally the victim should not shower, wash or change clothing if medical/legal exam is necessary;
5. save clothing and give to police (if changing clothing is necessary);
6. do not disturb the crime scene; and
7. document any injuries suffered, either by photograph or by showing a trusted person.

b. Time is a critical factor for evidence collection and preservation. The Dean of Students will assist the individual with filing a report with the appropriate law enforcement agency. The filing of a police report will not obligate the victim to prosecute. Filing a report will help ensure that a victim of domestic violence, dating violence, sexual assault, or stalking receives the necessary medical treatment and tests, provide the opportunity for collection of evidence helpful in prosecution, and ensure that the victim has access to free confidential counseling. If information must be disseminated for the protection of the campus community, the victim's identity will be kept confidential.

c. MCC's Student Code of Conduct and the Disciplinary Review Process can be found in the MCC Student Handbook. A student found guilty of violating the Student Code of Conduct could be criminally prosecuted through the criminal justice system and may be suspended or expelled from the College. In the campus disciplinary process terms such as "guilt", "innocence", and "burdens of proof" are not applicable, but the College never assumes a student is in violation of the Student Code of Conduct. An investigation is conducted to take into account the totality of all information available and a decision is made based on a preponderance of evidence, meaning it is more likely than not that a student violated the Student Code of Conduct. The College makes every effort to provide a prompt, fair, and impartial disciplinary process, conducted by the Dean of Students who receives annual training in domestic violence, sexual assault, stalking, and how to protect the safety of victims.

d. The victim may pursue a resolution through the criminal justice system and/or the College's Disciplinary Review Process. The Dean of Students will guide the student victim through the available options and support the victim in his/her decision.

e. Both the accuser and accused have a right to have an advisor of their choice present during any College proceeding. However, the advisor must be unobtrusive and the accuser/accused must speak for him/herself.

f. MCC will simultaneously inform both the accuser and accused, in writing, of the results of any disciplinary procedures conducted by the College that arise from an allegation of domestic violence, dating violence, sexual assault, or stalking, including the final result and notice of the Complaint/Grievance Procedure. If the alleged victim is deceased as a result of the crime or offense, MCC will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

g. Both the accuser and accused may appeal any decision or sanction imposed by the College by following the Student Complaint/Grievance Procedure. The Student Complaint/Grievance Procedure can be found in the MCC Student Handbook, at www.mayland.edu.

h. No retaliation, intimidation, threats, or coercion will be tolerated during the process.

i. MCC Faculty and Staff will provide options for changing academic situations, if such changes are reasonably available. In addition, the College will make every effort allowed by law to assist the student and local law enforcement with orders of protection.

Communicable Disease Policy

It is the policy of Mayland Community College that individuals who have, or are perceived to have, a communicable disease or communicable condition shall receive fair and impartial treatment in all aspects of employment, administration of benefits, class attendance and College functions. In the case of an individual having a communicable disease or a communicable condition, employment or enrollment shall only be denied, terminated, or restricted where it can be reasonably expected, given the condition of the individual and the known or reasonably suspected methods and manner of exposure, that there exists a real likelihood of transmission or infection to third parties by reason of continued or unrestricted employment or enrollment.

Obligations of the Individual

Persons who know, or who have reason to believe, they are infected with a communicable disease or communicable condition have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others. An individual who knows, or who has a reasonable basis for believing, that he or she may be infected with a communicable disease or communicable condition is encouraged to obtain a medical diagnosis of their condition and share the results of the diagnosis with the Coordinator, Personnel Services and/or the President.

Obligations of the College

No medical information relative to an individual's condition shall be disclosed without that individual's permission except as required by state and/or federal law, or in an adversarial proceeding between the College and an individual whose employment or enrollment has been affected by reason of conditions stated in Section 1 above. In addition to safeguarding confidential medical information against disclosure, within the College, medical information shall be restricted to those with a legitimate interest and the administration shall insure that access and dissemination is properly restricted to faculty and staff in the line of supervision, health care and legal advisors restricted by confidentiality, and the Board of Trustees in closed session

Medical Examinations

The College reserves the right to require an individual to undergo a medical examination by a physician or health professional chosen by the College whenever there is a question of the individual's fitness to attend classes and/or work, or where there is a reasonable basis for concern that an individual's condition could pose health or safety hazards for other persons. If an individual is diagnosed as having a communicable disease or communicable condition which poses health or safety hazards to others, the College will make every effort to provide reasonable accommodations to allow the individual to continue work or study.

Communicable Disease Awareness and Education Program

The College will establish and implement a program to educate and inform employees and students about communicable diseases. The program will include, at a minimum, written publications, seminars and workshops, and curriculum content. The College will cooperate with local health departments and the Center for Disease Control in all endeavors concerning communicable disease education and information.

The following definitions shall apply throughout this Policy:

a) "Communicable disease" means an illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host or vector, or through the inanimate environment.

b) "Communicable condition" means the state of being infected with a communicable agent but without symptoms.

c) "Individual" means any employee, student, or applicant for admission or employment at the College.

d) "Workplace" means any property or location owned, leased or used by the College for the purpose of carrying out and administering the business of the College.

Inclement Weather Policy

MCC will close when prevailing weather conditions are such that travel is deemed to be hazardous.

1. The decision to postpone or cancel any activity at MCC will be made by the President or his/her designee. The decision will be made and communicated as quickly as possible.

2. In all periods of inclement weather, students, faculty, and staff are reminded to use good judgment when making travel decisions. Life and safety are to be the primary considerations. While individuals are expected to give due consideration to their responsibilities for attendance, the College recognizes and expects that adults must ultimately make their own decisions about attendance and accept the responsibility for such.

Depending on weather conditions prevailing in the majority of the College service area, the following options will be employed relative to College operations. In making these determinations it is noted that funding sources, reporting requirements, and educational settings of on-campus and correctional programs differ. Thus, necessitates different reporting requirements in the event of adverse weather conditions.

Option A: Operate on a regular schedule with no delay.

Option B: Operate on a delayed schedule, with all personnel reporting and classes beginning at 10:00 a.m.

Option C: Classes on a regular schedule that begin after 12:00 p.m. and all personnel reporting and classes beginning at 12:00 PM

Option D: The College is closed for students, faculty and staff at all locations.

3. Information regarding College operations during periods of inclement weather will be provided to all local radio stations, regional television stations for all day classes. Contacts with the media will be made by the Director of Marketing or his/her designee. Information will also be made available on the college's:

1. MCC Weather Hotline (828) 766-1213
2. LEO announcements (leo.mayland.edu)
3. Text message alerts (sign up for text alerts in LEO)
4. MCC Facebook page (Like MCC on Facebook to receive updates)
5. MCC Twitter account (follow MCC on Twitter to receive updates)

If it appears that ice and snow may be cleared from the main roads by mid-morning, Option B will be followed.

Americans with Disabilities Act

Under the Americans with Disabilities Act (ADA), MCC provides access to all programs and services. Accommodations for students are available through the Counseling Center or the SOAR Program. It is the responsibility of the student to notify the College if accommodations are needed. Students must provide documentation of their disabilities. Please give 6 weeks advance notice for accommodations involving interpreters or special equipment.

For more information visit the Counseling Center if you:

- have specific questions concerning ADA; or
- have comments or suggestions for ensuring that students with disabilities have equal access to MCC services, programs or activities; or
- wish to take advantage of MCC services for students with disabilities.

Family Educational Rights & Privacy Act of 1974

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is eighteen (18) years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the College receives a request for access. A student should submit to the Registrar a written request that identifies the records the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

SA student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The College may disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee.

A College official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. When a student turns eighteen (18) years old or enters a postsecondary institution at any age, all rights afforded to parents under FERPA transfer to the student. If a student wishes to share their information with a parent, guardian, other person or agency, they must sign a Permission to Release Information form with the Registrar's Office identifying what information they want to share and with whom they wish to share it. Students may also request a block of release of information through the Registrar's Office.

At its discretion, the College may disclose directory information in accordance with the provisions of

FERPA to include: student name; address and phone number; major field of study; dates of attendance; dates and place of birth; degrees, honors, and awards received; college email address; photograph; participation in officially recognized activities; enrollment status; and previous schools attended.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll and to certain other entities as stipulated under FERPA guidelines. Details on release of information exceptions may be found in section § 99.31 of the guidelines.

4. The College will notify students each year regarding students' rights under FERPA and the College's policy on release of information. The Registrar's Office will send a notification at least once per year via e-mail with detailed information on FERPA rights. Admissions packets will contain printed information on FERPA, and printed versions will also be available in the Student Development area of the main campus. Periodic trainings will also be offered for select college personnel.

5. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA by writing to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Visit <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> for details on the Family Educational Rights and Privacy Act (FERPA)

Student Organizations

Association of Student Medical Assistants

The Association of Student Medical Assistants is designed for current medical assisting students as well as pre-medical assisting students. The Association's goals are to educate the public to the expanding field of medical assisting, to continually improve the program, to explore better student learning methods, and to develop a community service project for each freshman group. See the Coordinator of the Medical Assisting program, located in the Health Sciences Building for more information.

Circle K International

Circle K International, a member of Kiwanis International, is the world's premier collegiate service organization that offers participants many opportunities to create lifelong friendships and develop leadership skills while serving the community. Whether mentoring a child, networking with business people or bowling with fellow members, CKI offers students the chance to build social skills, meet new people and strengthen relationships. CKI is a self-governing organization that elects its own officers, conducts its own meetings and determines its own service activities. CKI blends community service and leadership training with the opportunity to meet other college students around the world through global service projects and club convention. For more information see Martha Huskins or Syvana Monroe in Financial Aid, Gwaltney Hall.

Early Childhood Education Club

The Early Childhood Education Club is organized for students enrolled in MCC's Early Childhood Education program and for the program's alumni. Participation in the association provides numerous opportunities for members to network with professionals in the field of Early Childhood and to enjoy spending time and having fun with young children. Students will also gain experience working with community agencies that serve young children and their families. For more information, the Coordinator of the Early Childhood Education, located on the second floor of Gwaltney Hall.

Human Services Student Organization

The Human Services Student Association was created for students enrolled in the Human Services Technology Program. This association was designed to promote student participation in community service projects and campus-wide activities. The association also strives to provide students with opportunities to network with and learn from other professionals in the human service field. See the Coordinator of the Human Services Technology program, located on the second floor of the Samuel Phillips Building, for more information.

Student Ambassador Program

MCC's Student Ambassadors are students nominated by faculty and staff based on their commitment to the college and on their leadership potential. To become an Ambassador, students are required to fill out a detailed application and submit it along with two references. Ambassadors must also maintain a 2.5 GPA. Ambassadors are responsible for hosting student tours, assisting with MCC Foundation events and special events hosted by the President's office. Ambassadors also coordinate efforts to raise money for community charities as part of their yearly projects, and in addition, assist faculty and staff on registration day at the college. For more information, see Matt Crump in Student Development, Gwaltney Hall.

Student Government Association (SGA)

MCC's SGA represents you in the policy decisions of the college and encourages you to participate in the College's decision-making process. SGA also provides you with opportunities to develop leadership abilities by service in officer or senator positions. Each year, the SGA sponsors educational, cultural, recreational, and service activities for students.

SGA officers are elected from the student body, while senators are recruited from the student body and required from each student organization. Responsibilities and powers of the SGA are those specified in its constitution and approved by the College's Board of Trustees. Copies of the SGA Constitution can be obtained from the Dean of Students or on the College's website. See Michelle Musich or Doug Dewar in Student Development, Gwaltney Hall, for more information.

Student Nurses' Association (SNA) First Year & Second Year

The Student Nurses' Association (SNA) is designed to benefit those enrolled in the nursing programs at the College. All nursing students are encouraged to participate in this organization. Some advantages of membership in the SNA include:

- opportunity to participate in the professional nursing organization for students
- meeting with other nursing students
- career launching seminars and services
- participation in college and community service-learning activities
- rewarding contests and scholarship opportunities
- reduced rates on products and services

See the Dean of Health Sciences, located in the Health Sciences Building, for more information.

Student Organizations and Activities Policy

The Board of Trustees of Mayland Community College supports the establishment and implementation of student organizations and activities which are consistent with the purpose of the institution. Students organizations shall either relate to a specific instructional program offered by the college or shall promote some designated goal or objective of the college.

The charter for each student organization must be recommended by the Administrative Council and approved by the College President. All student organizations shall document the purpose and objectives of the organization, and create a constitution and working bylaws and/or operational guidelines. Additionally, student publications shall establish editorial guidelines as part of their charter process and be approved by the Administrative Council.

The documentation supporting a student organization shall include:

1. A statement of purpose for the new organization, together with a Constitution and working bylaws and/or operational guidelines.
2. A list of current officers.
3. A list of at least 15 current members.
4. The name of an organization advisor, chosen from MCC staff or faculty.

All student organizations will have advisors approved by the Dean of Students and the Vice President of Instruction and Student Development. All advisors are to ensure that student activities are consistent with the purpose of the institution and the personal development of students. Each student organization will submit an annual budget request to the Dean of Students for approval by the Administrative Council.

All student organizations must be officially chartered by the college prior to establishing a financial account with the college business office. All student organizations are required to have their financial accounts established and budgets approved prior to receipt of any funds. All financial transactions must be in accordance with business office guidelines and practices and in accordance with applicable state laws, the state Administrative Procedures Manual, and State Board of Community Colleges regulations.

All fundraising efforts, including solicitation of donated items, must have prior approval by the Dean of Students and Executive Director of the Foundation.

Any student organization which fails to function in a manner that is consistent with the purpose of the institution and the personal development of students shall have the charter revoked by the Administrative Council. Examples of reasons for the revocation of the charter of a student organization include: inactivity, inappropriate student activity, inappropriate student conduct, misuse of funds, or other activity or situation which reflects negatively upon the college.

Religious Observance Policy

In accordance with North Carolina General Statute 115D-5, MCC allows two days of excused absences each academic year for religious observances required by the faith of a student. The student is required to provide written notice of the request for an excused absence a minimum of one week prior to the religious observance. The student will work with the instructor prior to the absence to determine the process for completion and submission of missed class work.

1. Students will be allowed two excused absences per academic year for the purpose of a religious observance required by the faith of a student. These absences are over and above other College attendance requirements.
2. An academic year is defined as the beginning of fall semester to the end of the following summer semester.
3. The student is required to submit a written notice of the request by completing a Religious Observance Form a minimum of one week prior to the religious observance.
4. The student shall meet with the instructor prior to the absence in order to determine the process for completing and submission of missed assignments.
5. At no time will a student who has followed the stated procedure in requesting an excused absence for religious observances required by faith be penalized in any way for having missed a day of classes as long as all work is completed per the agreement made with the instructor.

This student handbook is not a contract.

Information within this publication is subject to change by MCC without notice.

Mayland Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Mayland Community College.

It is the policy of Mayland Community College not to discriminate against any employee, applicant, or student because of age, race, color, religion, sex, national origin, handicap/disability, exercise of rights guaranteed by the First Amendment to the Constitution of the United States, or sexual orientation to the extent such rights are recognized and /or protected under applicable federal or state laws in its employment opportunities, programs, services, or activities. All requests for accommodations must be made in advance to the Counseling Center or Personnel Services. If you have comments or suggestions for ensuring that individuals with disabilities have an equal opportunity to participate in or to enjoy the benefits of MCC services, programs, or activities, or if you wish to file a complaint under the ADA, please contact Student Development or Personnel Services.

Mayland Community College is an Equal Opportunity/Affirmative Action institution.

Project Coordinator/Design & Layout Beth Morris • MCC Department of Marketing & Media • 2015

For textbook information visit
www.mayland.bkstr.com



leo.mayland.edu

www.mayland.edu

Excellence.

Opportunity.